Quotation

Quotation no. Quotation date Valid until Currency

Issuer's logo

Issuer (supplier)

Name or company name

Full address

Business registration or tax ID no.

VAT or tax no.

Telephone

E-mail address

Customer

Name or company name

Full address

Customer's registration or VAT no.

Customer reference or enquiry

Customer's e-mail address

Subject of the quotation (work, goods or services offered)

Details of the offer

Description (goods or services)	Quantity	Unit price excl. tax	Tax rate (%)	Total excl. tax

Terms

Completion or delivery time

Deposit requested (amount or percentage)

Payment terms and deadline

Totals

Total excluding tax

Total tax

Total including tax

Acceptance: the customer confirms having read the details and terms of this quotation and accepts it.

Stamp or seal

Issuer's signature

Customer's signature

Accepted

Date of the customer's acceptance