|  |  |
| --- | --- |
|  | Your Business  123 Main Street  Your Town  4123, Qld  Ph 1234 5678  office@yourbusiness.com.au |

Quotation Number: QuoteNo

|  |  |  |  |
| --- | --- | --- | --- |
| To: | CustName | Fax No: | CustFax |
| Attention: | CustContact | Dated: | Date |

To Contact

I am pleased to offer the following quotation for your consideration.

Job Description:

QuoteDesc

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Description | Qty |  | Price | Unit | Sub Total |
| ItemLine | ItemDesc | ItemQty | At | ItemPrice | ItemUnit | ItemSubTotal |
| Total Ex GST | | | | | | QuotePriceExGST |
| Total GST | | | | | | QuotePriceGST |
| Total Inc GST | | | | | | QuotePriceIncGST |

LEAD TIME = 3 Days.

Delivery NOT included in this quotation.

Regards,

SalesPersonName

SalesPersonPhone

SalesPersonEmail

Terms and conditions, etc.