SERVICE QUOTATION

Enter agreed quantities, rates, discounts and taxes.

Business: _____ Quote no.: _____

Customer: _____ Issue date: _____

Address: _____ Valid until: _____

RFQ / PO reference: _____ Currency: _____

Description	Qty	Unit price	Discount %	Tax %	Amount	Include?
Service						
Materials						
Travel						

Subtotal: _____

Tax: _____

Quoted total: _____

Proposed advance (not received): _____

Balance if advance paid: _____

Scope / exclusions: _____

Delivery and payment terms: _____

Customer acceptance / date: _____