# BUSINESS 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? |
|---|---|---|---|---|---|---|
| Item or service | | | | | | |
| Other charges | | | | | | |
| Delivery | | | | | | |
| | | | | | | |
| | | | | | | |

Subtotal: _____

Tax: _____

Quoted total: _____

Proposed advance (not received): _____

Balance if advance paid: _____

Scope / exclusions: _____

Delivery and payment terms: _____

Customer acceptance / date: _____