Business quote

TEMPLATE

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|  |  |
| --- | --- |
| **QUOTATION** | [insert your logo here] |
| Attn: [Contact Person]  [Business Name]  [Address Line 1]  [CITY STATE POSTCODE] | From: [Business Name]  [Address Line 1  CITY STATE POSTCODE  Ph: [phone number]  Email: [email address]  ABN: [ABN] |

**Date:** [Date of Quote]

**Expiry:** [Date Quote Expires]

**Quote no:** [Your Quote Number]

**Reference:** [Name/Reference]

**RE: [Title of Quote / Work to be Performed]**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Quantity | Unit Price | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal | $ |
|  |  | Total GST 10% | $ |
|  |  | **Total AUD** | **$** |

Out of Scope/Options/Variations

We advise the following is out of scope:

The following options are not included in this quote, but can provide value to your project:

Terms

This quote is valid for 30 days

Payment terms: