|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quotation** | | | | | | |
| **Sincerely\*** | |  | **Business Number\*** | |  | |
| **Recipient\*** | |  | **Quotation Number\*** | |  | |
| **Phone\*** | |  | **Quotation Date\*** | |  | |
| **Fax\*** | |  | **Valid Until\*** | |  | |
| **Address\*** | |  | **Email\*** | |  | |
| **Items** | | | | **Quantity** | **Unit Price** | **Amount** |
|  |  | | |  |  |  |
| **Total** | | | | | |  |
| **Discount** | | | | | |  |
| **Tax** | | | | | |  |
| **Grand Total** | | | | | |  |
| **[Remarks]** | | | | | | |
| **Customer Signature：** | | | **Company Name：** | |  | |
| **Contact Person：** | |  | |
| **Email：** | |  | |
| **Date：** | | | **Company Phone：** | |  | |
| **Company Fax：** | |  | |