

Sales Quotation Format

XYZ Company Ltd, Address line 01 Address line 02 Ph. No. & Fax, Email & Website	Quotation No:
	Date:
	Reference No & Date
Format No.:	

--

To,
 Kind attn : Mr. ABCD
 ABCD Company
 Address Full,
 Email :
 Cell No.:

SR. NO	Item Description	QTY Identity	QTY Unit	Unit Rate [\$] [F.O.B.]	Delivery Date

 **Term & Condition:**

Commercial Tax	
SR. NO	Description
01	Payment Terms
02	Delivery
03	Dispatch To
04	Validity offer

Technical Terms	
SR. NO	Description
01	Special Inspection
02	Test Certificate
03	Possible Tolerance
04	Specific Tests
05	Packing Details

 **Term & Condition:**

Charges	
SR. NO	Description
01	Special Inspection Charges
02	Packing Charges
03	Insurance Charges
04	Transportations Charges
05	Other Charges

Taxes & levies	
SR. NO	Description
01	Central Taxes
02	Local Taxes - State
03	Excise
04	Custom Charges
05	Other Taxes & levies

GENERAL CONDITIONS:

- 1.
- 2.
- 3.
- 4.

Prepared By	Checked By
Authorized Signature	