

[Business Logo]

[Business Name]

[Business Address]

[Phone] | [Email]

# QUOTATION

QUOTATION NUMBER

[Quotation Number]

QUOTATION DATE

[Date]

VALID UNTIL

[Validity Date]

PREPARED FOR

[Customer Name]

[Customer Address]

[Customer Phone] | [Customer Email]

CUSTOMER REQUEST

[Customer Request]

SCOPE

[Scope of Work]

## QUOTED ITEMS

| DESCRIPTION         | QTY                            | UNIT PRICE    | AMOUNT      |
|---------------------|--------------------------------|---------------|-------------|
| [Description]       | [Quantity]                     | ₹[Unit Price] | ₹[Amount]   |
| [Description]       | [Quantity]                     | ₹[Unit Price] | ₹[Amount]   |
| [Description]       | [Quantity]                     | ₹[Unit Price] | ₹[Amount]   |
| [Description]       | [Quantity]                     | ₹[Unit Price] | ₹[Amount]   |
| [Description]       | [Quantity]                     | ₹[Unit Price] | ₹[Amount]   |
| Subtotal            |                                |               | ₹[Subtotal] |
| Discount (optional) |                                |               | ₹[Discount] |
| Tax (optional)      |                                |               | ₹[Tax]      |
| TOTAL QUOTATION     |                                |               | ₹[Total]    |
| Payment terms       | [Payment Terms]                |               |             |
| Delivery timeline   | [Delivery or Service Timeline] |               |             |
| Assumptions         | [Assumptions]                  |               |             |
| Exclusions / notes  | [Exclusions]   [Notes]         |               |             |

## ACCEPTANCE

CUSTOMER ACCEPTANCE

[Customer Name]

Date: [Date]

AUTHORIZED BY

[Authorized Signature]

Date: [Date]

# How to use this template

A short checklist for completing your quotation.

1. Replace every bracketed placeholder and confirm the customer's request and scope.
2. Review prices, optional discount or tax, quotation date, and validity date.
3. State delivery timing, payment terms, assumptions, and exclusions clearly.
4. Save the approved quotation as PDF and keep a copy for your records.

## IMPORTANT

Adapt this template to your business needs. This resource is educational and does not replace legal, tax, accounting, financial, or regulatory advice.