

PURCHASE QUOTATION

[SPECIFY COMPANY NAME]
[INSERT COMPANY LOGO]

QUOTATION NUMBER: [SPECIFY NUMBER]
DATE: [SPECIFY DATE]

PERIOD OF VALIDITY: [SPECIFY DATE]

RECIPIENT:

CLIENT NAME:
CLIENT ADDRESS:
CONTACT INFORMATION:

PREPARED BY:

COMPANY NAME:
COMPANY ADDRESS:
CONTACT INFORMATION:

Dear **[INSERT NAME]**,

Thank you for showing your interest in our company.

We are from **[INSERT COMPANY NAME]**, a company mainly engaged in finished product purchasing. The company has been operating for **[INSERT YEARS OF OPERATION]**.

This letter is in response to your request for a purchase quotation for dining room furniture and furniture handling services. This document shall provide a complete and verified breakdown of the ordered products and requested services.

If you do have any questions pertaining to this purchase quotation, you may visit our office which is located at **[INSERT COMPLETE LOCATION]**, and you may look for **[INSERT NAME OF PERSON]**. You may also contact this number **[INSERT CONTACT NUMBER]** for more information.

Hope to hear from you soon!

1. PURCHASE QUOTATION

Provided below are the proposed quotation showcasing the price rates of the client's preferred products and services.

PRODUCTS

PRODUCT ID	SERIAL NUMBER	PRODUCT DESCRIPTION	UNIT PRICE	ORDERED QUANTITY	TOTAL AMOUNT
111	0011	[SPECIFY PRODUCT DESCRIPTION]	Rs.0	00	Rs.0
222	0022		Rs.0	00	Rs.0
333	0033		Rs.0	00	Rs.0
444	0044		Rs.0	00	Rs.0
TOTAL:			Rs.0		

COMMENTS:

A. SERVICES

SERVICE ID	SERIAL NUMBER	SERVICE DESCRIPTION	PRICE PER HOUR OF SERVICE	DURATION	TOTAL AMOUNT
111	0011	[SPECIFY PRODUCT DESCRIPTION]	Rs.0	00	Rs.0
222	0022		Rs.0	00	Rs.0
333	0033		Rs.0	00	Rs.0
444	0044		Rs.0	00	Rs.0
TOTAL:			Rs.0		

COMMENTS:

2. PROPOSED PURCHASE ARRANGEMENTS

In line with the proposed purchase of items and ailment of certain services, we have prepared payment options for you. Please choose the option you consider the most convenient from your end.

OPTION A

- Payment of 50% of the total contract price after on or before [SPECIFY DATE].
- Payment of the rest of the required amount on or before [SPECIFY DATE].
- The proposed mode of payment for this specific option are as follows: [SPECIFY PAYMENT OPTIONS]

OPTION B

- Payment of 25% of the total purchase price upon your agreement to the terms of this quotation and after affixing your signature on the prepared contract.
- Payment of 15% of the total purchase price upon delivery of the purchased items.
- Payment of the rest of the purchase after the completion of the availed services.
- The proposed mode of payment for this specific option are as follows: [SPECIFY PAYMENT OPTIONS]

3. DECLARATION OF ACCEPTANCE

This section serves as your express consent and agreement to the terms and conditions provided under this purchase quotation. Please complete the following fields. Thank you.

Name: _____

Job

Position: _____

Signature: _____

Date: _____