

# SMALL BUSINESS QUOTATION

Quotation #: \_\_\_\_\_

Valid Till: \_\_\_\_\_

Date: \_\_\_\_\_

[Company Name]

[Address]

[Phone Number]

[Email]

[Client Name]

[Address]

[Phone Number]

[Email]

PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL PRICE
Highlighters	10	Rs.5		Rs.50
Permanent Markers	50	Rs.10		Rs.500
Sticky Tape	40	Rs.2		Rs.80
Index Cards	20	Rs.4		Rs.80
Calculators	50	Rs.25	Rs.100	Rs.1,150
Printer Toner	20	Rs.60	Rs.50	Rs.1,150
				Rs.0
				Rs.0
			<b>Subtotal</b>	Rs.3,010
			<b>GST @ 18 %</b>	Rs.150.50
			<b>Grand Total</b>	<b>Rs.3,160.50</b>

**Terms And Conditions:**

Payment Due Within 15 Days.

*Thank you*