

Settings

Company Details

Company Name	<input type="text" value="My Company name"/>	<input type="button" value="Enable"/>
Company Slogan (Optional)	<input type="text" value="My company slogan"/>	<input type="button" value="Enable"/>

Company Address

Building/House Number	<input type="text" value="111"/>	
Street	<input type="text" value="Street"/>	
Town/City	<input type="text" value="Town/City"/>	
County/Province	<input type="text" value="County"/>	(Optional)
State/Province	<input type="text" value="ST"/>	(Optional)
ZIP/Postal Code	<input type="text" value="00000"/>	
Tel.	<input type="text" value="0-000-000-0000"/>	
Fax	<input type="text" value="0-000-000-0000"/>	
E-mail	<input type="text" value="info@yourcompanysite.com"/>	
Website	<input type="text" value="www.yourcompanysite.com"/>	
Person/Department to contact	<input type="text" value="John Doe"/>	
Contact Tel. Number	<input type="text" value="0-000-000-0000"/>	

Country Specific Settings

Select Relevant	<input type="text" value="VAT"/>
Currency Symbol	<input type="text" value="\$"/>

Color Scheme

Design Picker	<input type="text" value="Blue"/>
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My Company name

My company slogan

Quote

Insert Your Logo

Date décembre 24, 2024
Valid Until [Date]
Quote # [100]
Customer ID [ABC12345]

Customer:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Quote/Project Description

Description	Line Total
	5,00

Special Notes and Instructions

Once signed, please Fax, mail or e-mail it to the provided address.

Subtotal	\$	5,00
Discount		-
VAT Rate	%	10,00
VAT	\$	0,50
Total	\$	5,50

Above information is not an invoice and only an estimate of services/goods described above.
Payment will be collected in prior to provision of services/goods described in this quote.

Please confirm your acceptance of this quote by signing this document

Signature _____ Print Name _____ Date _____

Thank you for your business!

Should you have any enquiries concerning this quote, please contact John Doe on 0-000-000-0000

111 Street, Town/City, County, ST, 00000
Tel: 0-000-000-0000 Fax: 0-000-000-0000 E-mail: info@yourcompanysite.com Web: www.yourcompanysite.com



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WAYS OF SENDING AN INVOICE TO A CLIENT

Do not send an Excel Quote file to your clients, use PDF converter/printer to create a PDF file, that can be sent to clients via email, alternative method is to print it and send by mail service.

My Company name
My company slogan

Quote

Insert Your Logo

Date: décembre 24, 2024
Valid Until: [Date]
Quote #: [100]
Customer ID: [ABC12345]

Customer
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

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