

Your Company
1235 Main Street Suite A
Seattle, WA 98011
(888) 310-4400
www.yourcompany.com



Example Quote

Quote # 000103 | Version 7

Prepared for: XYZ Company



Wednesday, October 22, 2014

XYZ Company
Mike Jones
3421 Appian Way Suite A
Anytown, KS 98304
michael.jones@xyzco.com

Dear Mike,

Based on our conversation earlier this week I have put together a quote for a laptop outfitted with the necessary accessories and software for your new team member. You will also see our pricing for monthly monitoring of this new system. Please review this and let me know if you have any questions. I look forward to the opportunity to serve you!

Sincerely,

John Smith
Sales Lead
Your Company

Our Company

About Us.

In 1989 two college students got together and decided to start a business. We've been figuring it out ever since, learning and enjoying that learning along the way! We saw a need for honesty in the business and strive to be up-front with our customers. We started with only a few customers and have grown to a faithful user base of over 2,500 companies.



Reliability.

Honesty is ALWAYS the best policy. After that comes reliability. We do our best to respond in a timely manner, show up on time, and do what we say we will. If we don't then it's on us to make it right. You can view any of our reviews here to see how we've proven ourself to customers time and time again: www.ourcompany.com/reviews.

Affordability.

We understand that businesses are getting more and more expensive to run. We are here to help, not seeking a huge margin but instead trying to get you the best deal and make enough to keep our staff happy and working. If we can't get you the best deal then we encourage you to find it somewhere else!

These are your quote notes.
They will display on Order Porter and on the quote form.
We recommend using these as a quick introduction to the quote or a way to call out important details.

test tab notes.

Products		Price	Qty	Ext. Price
2522AS6	Lenovo ThinkPad T410 14.1" LED Notebook - Black	\$1,377.256	2	\$2,754.51
				
51J0475	Lenovo Business Messenger Notebook Case - 12" x 16.54" x 5" Zippered workstation area contains pen/pencil holders, key hook, business cards. Pockets for MP3 players, cell phones, calculators, or notebook cables.	\$52.95	2	\$105.90
				
57Y4186	Lenovo 55++ Notebook Battery - Lithium Ion (Li-Ion) Stay unplugged longer with ThinkPad Battery 55+ and ThinkPad Battery 55++. These rechargeable batteries use Lithium-Ion (Li-Ion) technology and can be used as replacement for aging system batteries or as a convenient spare battery.	\$168.20	2	\$336.40
				
Comment lines can put notes between items if you need to highlight a particular item.				
79G-03550	Microsoft Office 2013 Home & Student 32/64-bit - Office Tool Retail - PC - English The first thing you'll see when you open Microsoft Office is a clean, new look. But the features you know and use are still there-along with some new ones that are huge time savers. The new Office also works with smartphones, tablets, and in the cloud, even on PCs that don't have Office installed. Product key only. No disc.	\$118.99	2	\$237.98
				
65123358	Adobe ColdFusion Builder v.2.0 - Complete Product - 1 User - Web Development - Standard Retail - DVD-ROM - PC, Intel-based Mac - Universal English Adobe ColdFusion Builder 2 software is the only professional IDE for quickly and easily building ColdFusion applications. Customize your development environment to improve workflow, and easily expand functionality with extensions built with CFML.	\$254.15	2	\$508.30
				



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Products		Price	Qty	Ext. Price
PAN-PA-3050	Palo Alto PA-3050 Network Security/Firewall Appliance - 12 Port - Gigabit Ethernet - Rack-mountable The Palo Alto Networks® PA-3000 Series is comprised of two enterprise security platforms, the PA-3050 and the PA-3020, both of which are targeted at high speed Internet gateway deployments. The PA-3000 Series manages network traffic flows using dedicated processing and memory for networking, security, threat prevention and management. The controlling element of the PA-3000 Series is PAN-OS™ a security-specific operating system that natively classifies all traffic, inclusive of applications, threats and content, then ties that traffic to the user, regardless of location or device type. The application, content, and user-in other words, the business elements that run your business-are then used as the basis of your security policies, resulting in an improved security posture and a reduction in incident response time.	\$0.00	0	\$0.00

Subtotal: \$3,943.09

Monitoring		Recurring	Qty	Ext. Recurring
MS-MONITOR	Monitoring	\$25.00	1	\$25.00
EMAIL	Email Services	\$10.00	2	\$20.00

Recurring Subtotal: \$45.00

Services		Recurring	Price	Qty	Ext. Rec.	Ext. Price
InstallPack	Install Package	\$25.00	\$358.80	2	\$50.00	\$717.60
Delivery	Delivery, Unwrapping, and Disposa			2		
Install	Install Software Includes install of programs, anti-virus, and monitoring software.			6		

Recurring Subtotal: \$50.00

Subtotal: \$717.60



Example Quote

Details:

Quote #: 000103
 Version: 7
 Delivered: 10/22/2014
 Expires: 10/01/2013

Prepared for:

XYZ Company
 Mike Jones
 3421 Appian Way Suite A
 Anytown, KS 98304



Prepared by:

Your Company
 John Smith
 (888) 266-8795
 john.smith@thecompany.com

Quote Summary	Amount
Products	\$3,943.09
Services	\$717.60
Subtotal:	\$4,660.69
Shipping:	\$35.00
Tax:	\$331.23
Total:	\$5,026.92

Recurring Expenses Summary	Amount
Monitoring	\$45.00
Services	\$50.00
Recurring Total:	\$95.00

These are your standard Terms and Conditions.

These will also display on Order Porter.

Signature _____

Date _____