

master quotation template

Date: [Today's Date]

Address: [Customer Address]

Quotation No: [Insert your ref number]

For the attention of [Customer contact name]

For the Supply of [product name]

Product Code	Product Description	Annual Order Quantity	Piece Price £'s	Carton Quantity	Carton Price £'s	Lead-time

GENERAL CONDITIONS

Prices

The above prices are quoted in GBP exclusive of VAT and are subject to the volumes shown above.

Call off Requirements

The above volume is to be called off within 12 months from date of first drop into our Warehouse.



Artwork

The Artwork charges are inclusive in the above prices, if there any amendments to the original artwork supplied this will incur an additional charge.

Payment

Terms are net, within 30 days of invoice date. The quoted prices are conditional upon strict adherence to these terms.

Availability

Lead-time is 90 days after receipt of signed order and after approval of any pre-production samples that you may require.

Carriage

Transport is free of charge for 6 cartons or more.

Value Added Tax

Prices are subject to VAT (only applicable to EU member countries – only applicable to UK) or other applicable sales taxes at the appropriate rate at time of delivery.

Conditions of Sale

All transactions are subject to the Conditions of Sale, which are available on request. This quotation is valid for 30 days.

Please sign below to allow us to proceed with the administrative and production procedure.

Best Regards,

Signed.....

Print Name.....

Position.....

Date.....

