



QUOTE

[Street Address]
[City, ST ZIP]
Website: somedomain.com
Phone: [000-000-0000]
Fax: [000-000-0000]
Prepared by: [salesperson name]

DATE	5/1/2014
QUOTE #	[123456]
CUSTOMER ID	[123]
VALID UNTIL	5/31/2014

CUSTOMER

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

[illegible]

Subtotal	900.00
Taxable	345.00
Tax rate	6.250%
Tax due	21.56
Other	-
TOTAL	\$ 921.56

TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote
2. Payment will be due prior to delivery of service and goods
3. Please fax or mail the signed price quote to the address above

Customer Acceptance (sign below):

x _____

Print Name:

If you have any questions about this price quote, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!

Madurai-20
Website: www.aleaftech.com
Phone:9952882955
Prepared by:S.Ahammed

DATE	13/03/2013
QUOTE #	[AL005]
CUSTOMER ID	[CS005]

CUSTOMER

Shri Arunachala Tour and Travels
City : Madurai

DESCRIPTION	UNIT PRICE	QTY	TAXED	AMOUNT
Tours Website				-
				-
Html5 Design and Development	5,000.00	1	X	5,000.00
1year Free Management				
Dynamic Web Content System				
Server & Domain Hosting				
Own Control panel	1,000.00	1	X	1,000.00
100 Email Address				
With 1year Server maintance and Domain				

Total Cost Rs.6,000.00

TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote
2. 50% along with PO,50% after installation
- 3.Warranty: 1 year warranty

Should you require any further clarification please feel free to get in touch with us at the Earliest

Your's Sincerely
For Aleaf Technology
S.Ahammed

HELP

<http://www.vertex42.com/ExcelTemplates/quote-template.html>



Getting Started

Customize the template with your company name, address, and other contact information. Then, save a backup of the file to use as a template for future quotes.

For repeat customers, update the customer info section and customer ID and save a backup of the quote to use as a template for future quotes for that specific customer. You may want to name the file something like "Quote Template - Customer Name."

Valid Until

This field is set up to be 30 days after the value in the Date field, but you can manually enter a date of your choice.

Taxed

Place an "x" in the Taxed column if the amount is Taxable. The Taxable subtotal is the sum of the amounts for the items with an "x" in the Taxed column.

Other

Just above the Total, you will see a field labeled "Other." This can be changed to whatever you want, such as "Shipping."

Sending a Quote to a Customer

One of the best ways to send a quote, besides printing a paper copy and mailing it, is to email the quote as a PDF attachment. You can create a PDF with Excel by exporting to PDF or going to Save As and choosing PDF.

Additional Help

The link at the top of this worksheet will take you to the web page on vertex42.com that talks about this template.

REFERENCES

TIPS [Vertex42.com: Spreadsheet Tips Workbook](#)

ARTICLE [Vertex42.com: Simple Invoicing for Small Businesses](#)

ARTICLE [Vertex42.com: Add a Customer List to Your Spreadsheet](#)

Price Quote Template



By Vertex42.com

<http://www.vertex42.com/ExcelTemplates/quote-template.html>

© 2010-2014 Vertex42 LLC

This spreadsheet, including all worksheets and associated content is considered a copyrighted work under the United States and other copyright laws.

Do not submit copies or modifications of this template to any website or online template gallery.

Please review the following license agreement to learn how you may or may not use this template. Thank you.

[See License Agreement](#)

http://www.vertex42.com/licensing/EULA_privateuse.html

Do not delete this worksheet. If necessary, you may hide it by right-clicking on the tab and selecting Hide.