LOGO

# <Your Company Name>

<Your Company Address>

<Your Contact Details>

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|---|---|
| PAGE | |
| DATE | |
| DATE OF EXPIRY | |
| ESTIMATE NO. | |
| CUSTOMER ID | |

**BILL TO**

<Contact Name>
<Client Company Name>
<Address>
<Phone>
<Email>

**SHIP TO**

<Name / Dept>
<Client Company Name>
<Address>
<Phone>

**SHIPMENT INFORMATION**

| | | | |
|---|---|---|---|
| P.O. # | | Mode of Transportation | |
| P.O. Date | | Transportation Terms | |
| Letter of Credit # | | Number of Packages | |
| Currency | | Est. Gross Weight | |
| Payment Terms | | Est. Net Weight | |
| Est. Ship Date | | Carrier | |

| ITEM PART # | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
|---|---|---|---|---|
| 75663 | Service Widget #1 | 1 | $ 85.00 | $ 85.00 |
| 23321 | Warehouse Gadget | 2 | $ 75.00 | $ 150.00 |
| 33322 | Business Guide | 1 | $ 100.00 | $ 100.00 |
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**SPECIAL NOTES, TERMS OF SALE**

| | |
|---|---|
| SUBTOTAL | $ 335.00 |
| DISCOUNT | $ 74.00 |
| SUBTOTAL AFTER DISCOUNT | $ 261.00 |
| TAX RATE | 8.00% |
| TOTAL TAX | $ 20.88 |
| SHIPPING/HANDLING | 5.00 |
| INSURANCE | 0.00 |
| <OTHER> | 0.00 |
| <OTHER> | 0.00 |
| **Quote Total** | **$ 99.88** |

**I declare that the above information is true and correct to the best of my knowledge.**

Signature _____ Date _____