[YOUR COMPANY NAME]

[Street address, City, Country]
[Phone] · [Email] · [Website]
Tax registration no.: [TRN / VAT no.]

QUOTATION

No.: [0001] Date: [DD/MM/YYYY] Valid until: [DD/MM/YYYY] Currency: [AED]

BILL TO

[Customer name]
[Address]
[City, Country]
Tax registration no.: [Customer TRN / VAT no.]

#	Description	Qty	Unit	Unit price	Net	VAT	Total
1	Supply and installation of [item] as per specification	10	nos	450.00	4,500.00	225.00	4,725.00
2							
3							
4							
5							
6							
7							
8							
9							
10							

Net amount	[0.00]
VAT @ [5]%	[0.00]
TOTAL	**[0.00]**

TERMS

1. This quotation is valid until the date shown above.
2. Prices are exclusive of VAT unless stated otherwise; VAT is shown separately.
3. Payment terms: [50% advance, balance on completion].
4. Delivery / completion: [X working days from order confirmation].
5. [Any exclusions — civil work, scaffolding, permits.]

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