

QUOTATION

General Business Quotation Template

Quote Number:	QUO-	Prepared By:	
Date:		Department:	
Valid Until:		Currency:	AUD
Purchase Order Ref:		Payment Terms:	

FROM — Seller		TO — Client / Buyer	
Company Name:		Company / Client Name:	
ABN:		ABN (if applicable):	
Address:		Address:	
City/State/PC:		City / State / Postcode:	
Phone:		Contact Person:	
Email:		Phone:	
Website:		Email:	

LINE ITEMS

#	Description of Goods	Qty	Unit	Unit Price (AUD)	Disc %	Amount (AUD)

Subtotal (AUD)	
Discount Applied	
GST (10%)	
TOTAL AMOUNT DUE (AUD)	

Terms & Conditions

1. This quotation is valid for 30 days from the date of issue.
2. Prices are in Australian Dollars (AUD) and inclusive of 10% GST unless stated otherwise.
3. Payment terms: As agreed. Late payments may incur interest at 2% per month.
4. Delivery: Lead times commence upon receipt of written purchase order and deposit (if applicable).
5. This quotation does not constitute a contract. A binding agreement is formed only upon written acceptance.

Authorisation & Acceptance

Authorised by (Seller)		Accepted by (Buyer)	
Name:		Name:	
Title:		Title:	

Date:		Date:	
Signature:		Signature:	