

QUOTATION LETTER

Formal Quotation Letter Template

From:	[Your Company Name]	Quote Ref:	QUO-
ABN:		Date:	
Address:		Valid Until:	

TO (Recipient)

Name / Company:	
Position:	
Address:	
Email / Phone:	

Re: Quotation for [Project / Service Name]

Dear [Contact Name / Sir / Madam],

Thank you for the opportunity to provide this quotation. We are pleased to submit our pricing for [project/service] as discussed on [date].

Please find below our proposed scope and pricing:

SCOPE & PRICING SUMMARY

#	Item / Service	Description	Amount (AUD)

Subtotal	
GST (10%)	
TOTAL	

This quotation is valid for 30 days. Acceptance of this quotation constitutes agreement to the above pricing. All prices are in AUD and inclusive of GST unless stated. Payment terms as discussed. Delivery/commencement on confirmed purchase order receipt.

We trust this quotation meets your requirements. Please do not hesitate to contact us with any questions.

We look forward to the opportunity to work with you.

Yours sincerely,

Authorisation & Acceptance

Authorised Representative		Client Acceptance	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	