

PRODUCT SALES QUOTATION

Product Sales Quote Template

Quote Number:	QUO-	Customer Account #:	
Quote Date:		Delivery Terms:	Ex-Works / DDP
Valid Until:		Incoterms:	
Sales Rep:		Currency:	AUD

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:	

SHIPPING & DELIVERY DETAILS

Delivery Address	Delivery Method	Est. Lead Time	Special Instructions

LINE ITEMS

#	Product Code	Product Name & Descr	Qty	Unit	Unit Price	Disc %	Line Total (AUD)

Subtotal (excl. GST)	
Freight / Delivery	
GST (10%)	
TOTAL (AUD)	

Terms & Conditions

- Prices valid for 30 days from quotation date.
- Products remain the property of the seller until payment is received in full.
- Returns accepted within 14 days of delivery in original, undamaged condition with prior written approval.
- Delivery timeframes are estimates and not guaranteed unless expressly stated.
- GST is charged at 10% on all taxable supplies as per the A New Tax System (Goods and Services Tax) Act 1999.

Authorisation & Acceptance

Sales Representative		Customer Authorisation	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	