

[Your company name]

QUOTATION

QUOTATION DETAILS

Quotation number [Your own reference]

Date [DD/MM/YYYY]

Valid until [The date the price stops being firm]

Your reference [The customer's RFQ or enquiry number]

Prepared by [Who to call with a question, and their number]

QUOTATION FOR

Company

Contact [Name and email]

Address [Invoice address, and delivery address if different]

ITEMS

Item	Part number and description	Drawing and revision	Qty	Unit price	Total
1					
2					
3					
4					
5					

Subtotal

VAT

Total

One line per part. Put material and finish in the description if the drawing doesn't state them.

PRICE BREAKS

Quantity	Unit price	Lead time

ONE-OFF CHARGES

Tooling or fixtures £

Programming and setup £

First article inspection report £

Carriage £

TERMS

Lead time *[For example: first-off sample 3 weeks from order and approved drawing; batch 2 weeks after sample approval]*

Delivery *[For example: delivered to your site, carriage included]*

Payment *[For example: 30 days from the invoice date]*

VAT *[Prices exclude VAT, which is added at the rate in force when invoiced]*

Assumptions *[For example: priced to drawing revision C; material certificates included]*

Exclusions *[For example: special packaging; inspection beyond the first article report]*

Terms *[This quotation is subject to our terms and conditions of sale, attached]*

To accept *[Send a purchase order quoting the quotation number above]*

Signed

Name and role

Date