

YOUR BUSINESS NAME				QUOTATION		
Date		Valid Until				
GSTIN		PAN				
Customer Name:			Customer Code			
Address:			Delivery To			
Contact No. / Email ID			Payment Mode			
#	Description / Item	HSN/SAC	Qty	Rate (₹)	GST %	Amount (₹)
1						
2						
3						
4						
5						
6						
7						
8						
Dispatch [Days]		Freight [Terms]				
Packaging [Included / Extra]		Sales Contact [Name / Phone]				
TERMS & CONDITIONS						
1				Sub Total (Taxable)		
2				Tax Total		
3				Other / Round Off		
4				GRAND TOTAL		
FOR: YOUR BUSINESS NAME						
Amount in Words: [Rupees _____ Only]						
Authorised Signatory						