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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Quotation** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **ATTN:** | **John Smith** |  | **From:** | **Amelia Pond** |  | **Quote details** |  |
|  | Business: | The Mended Drum |  | Your business name |  | Quotation #: | 2021-021 |  |
|  | ID: | XXX-XXX-XXX |  | ID: | XXX-XXX-XXX |  | Issue date: | 10/10/2021 |  |
|  | Phone: | 202-555-0132 |  | Phone: | 202-555-0132 |  | *This quotation is valid for* ***30 days*** |  |
|  | Email: |  |  | Email: |  |  |  |
|  | john.smith@mendeddrum.com |  | enquiries@yourbusiness.com |  |  |  |  |
|  | Address: | 12 Ankh stAnkhAnkh-Morepork 12345 |  | Address: | 12 Alchemist’s stMoreporkAnkh-Morepork 12345 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  | **Description** | **Unit price** | **Quantity** | **Total** |  |
| --- | --- | --- | --- | --- | --- |
|  |  | $ |  | $0.00 |  |
|  |  | $ |  | $0.00 |  |
|  |  | $ |  | $0.00 |  |
|  |  | $ |  | $0.00 |  |
|  |  | $ |  | $0.00 |  |
|  |  | $ |  | $0.00 |  |
|  |  | $ |  | $0.00 |  |
|  |  | $ |  | $0.00 |  |
|  | Notes about how long the project is expected to take.Terms and conditions. | **Subtotal** | $0.00 |  |
|  | **Discount** | **%** |  |
|  | **Call-out fee** | **$** |  |
|  | **Tax** | **$** |  |
|  | **Quotation total** | **$** |  |