

QUOTATION

From (your business)

Name

Address

Phone

GSTIN

Quotation no.

Date

Valid until

Quotation for (customer)

Name

Address

GSTIN

Phone

Sr	Description	HSN/SAC	Qty	Unit	Rate (Rs)	Amount (Rs)	GST %	GST (Rs)	Total (Rs)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Total									
						CGST			
						SGST			
						IGST			
						Quoted total (Rs)			

Amount in words

Terms and conditions

1

Prices are valid until the date above.

2

GST as shown above.

3

Delivery within ___ days of a confirmed order.

4

Payment: ___% advance with the order, balance on delivery.

5

For (your business name)

Authorised Signatory