Ashford Business Services Ltd

Sales Quotation Template

Quoting a price to a customer in writing: itemised lines, totals, validity, delivery timescale, and acceptance.

Document	Sales Quotation Template
Prepared by	Sarah Mitchell, Office Manager
Owner	David Okafor, Finance Manager
Version	1.0
Date	9 November 2026
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Quotation header

Field	Entry
From	Ashford Business Services Ltd
To	Harborne Retail Group Ltd
Quote reference	JOB-1042
Quote date	9 November 2026
Valid until	Quote valid until
Delivery timescale	10:30 am

Quoted items

Item	Description	Quantity	Unit price	Line total

Quotation totals

	Amount

Ashford Business Services Ltd

Subtotal	
Discount applied	
Tax	
Delivery	
Quote total	£45.00

Terms of quotation

Prices in this quotation hold until Quote valid until. Delivery is promised within 10:30 am from receipt of order.

This quotation is issued under quote reference JOB-1042 and covers only the items listed above.

Client acceptance

Field	Entry
Accepted by (client name)	
Client signature and date	
Order reference	
Delivery address	

Completion checklist

	The quote reference (JOB-1042) appears on the header and in the terms.
	The quote total (£120.00) equals subtotal less discount plus tax and delivery.
	The validity date (Quote valid until) and delivery timescale (10:30 am) are stated.