

# Office Supplies Sales Quote

**Date:**

**Quote Number:**

**Prepared For:**

**Company Name:**

**Address:**

#	Item Description	Quantity	Unit Price	Total
1				
2				
3				
<b>Subtotal</b>				
<b>Tax</b>				
<b>Total Amount</b>				

**Valid Until:**

**Payment Terms:**

**Contact:**

Authorized Signature: \_\_\_\_\_