

Office Supplies Purchase Quotation

Company Name:

Quotation Date:

Reference Number:

#	Item Description	Quantity	Unit Price	Total
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grand Total:

Remarks:

Prepared by:

Approved by: