Your business name

QUOTE

Address

Phone / email

License #

No.

Date

Valid until

PREPARED FOR

PROJECT / JOB SITE

DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
Network assessment and onboarding		job		
Business laptops, 14 in., configured		ea		
Managed IT support		mo		
Email security and backup		user		
Data migration		job		

Payment terms

Notes

Subtotal

Sales tax (taxable lines only)

TOTAL (USD)

By signing below, the customer accepts this quote, including the prices and terms above.

Signature

Printed name and title

Date