



# YOUR COMPANY'S NAME

Your Company's Address Line 1  
Your Company's Address Line 2  
Your Company's Tel. and Fax Number

## Q U O T A T I O N

**ORIGINAL**

**Quotation No.:** Q91-1  
**Customer Code:** 1000011001

**Quotation Date:** 9 SEP 1999  
**Salesman Code:** 1000000010  
**Delivery Date / To:** 10 SEP 1999

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**Billing Customer:**  
A/R - Client A  
Client A Address

A/R - Client A  
Client A Address

**Contact Person:**  
Mr. Kent

**Contact Person:**  
Mr. Kent

**Tel. / Fax:**  
1234-5678  
5678-1234

**Tel. / Fax:**  
1234-5678  
5678-1234

**Our Ref.:**

**Your Ref.:**

Item Code	Description	Quantity	Unit	Price	Amount	HKD
1000010001	Stock Item 1 (Price Table)		1PC.	100.00		100.00

**Sub-Total :** 100.00  
**Less: Sales Discount :** 10.0% 10.00  
**Grand Total :** HKD 90.00

**Payment Terms:** 30 Days.

**Total Amount:** Say HKD Ninety Dollar Only.

**Remarks:**

YOUR COMPANY'S NAME  
  
Authorised Signature(s)

A/R - Client A  
  
Authorised Signature(s) & Company Chop