**Example Company Ltd. Client details**

John Smith

59 Crown Street
Soho

London

W1F 7LJ

 Phone 020 3302 1167

 E-mail: jsmith@gmail.com

Example Company Ltd.

75 Guild Street

Croydon

London

CR3 7PB

Phone: 020 8725 6707

E-mail: info@example-company.co.uk

**Quote**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Quote no.  | 123 |  | Customer no.: | 456 | Date | 29.8.17 |

Dear Sir,

Thank you for your interest in our products. We hereby make you the following offer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Unit price** | **Total price** |
| 1. | Photo frame | 15 pc | £10,00 | £150,00 |
| 2. | Ballpoint pen | 10 pc | £5,00  | £50,00  |

 Item total £200.00

**VAT @ 20% £40.00**

 **TOTAL due £240.00**

If you have any questions, please do not hesitate to contact us.

Kind regards,

Example Company Ltd.