**Example Company Inc. Client details**

John Doe

291 Monroe Street
Plainview

NY

11803

 Phone 202-555-0108

 E-mail: jdoe@gmail.com

Example Company Inc.

596 High Ridge St.

West Babylon

NY

11704

Phone 202-555-0142

E-mail: info@example-company.com

**Quote**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Quote no.  | 123 |  | Customer no.: | 456 | Date | 8.29.17 |

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. | Licence plate frame | 15 pc | $10,00 | $150,00 |
| 2. | Ballpoint pen | 10 pc | $5,00  | $50,00  |

 Item total $200,00

**Sales tax @ 9% $18,00**

 **TOTAL due $218,00**

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

Kind regards,

Example Company Inc.