

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Thank you for your recent enquiry << /products>>.

We are pleased to quote as follow

Qty	Article	Price	Total
<< >>	<< >>		<< >>

Prices are exclusive of VAT

Delivery: <<Free to shipper/C.O.D

Delivery by/on <date>

Terms: Strictly << >> days net.

We hope our quotation is of interest << >> receiving your order.

Yours sincerely,

<<Name>>

<<Title>>

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