

Your Company LLC

EIN 12-3456789 · Collects sales tax
500 Main Street, Suite 200 · Austin, TX 78701
(512) 555-0142 · contact@example.com

QUOTE

No. COT-1

Date: October 8, 2026
Valid until: November 7, 2026

CUSTOMER

Harbor Hardware Supply, Inc.

EIN 74-2184093
1200 Congress Ave, Suite 300 · Dallas, TX 75201

Email: purchasing@example.com

#	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TAX	TOTAL
1	Cordless hammer drill, 20V	2	Unit	\$189.00	Sales tax 8.25%	\$378.00
2	On-site installation and training	3	Hour	\$75.00	Sales tax 8.25%	\$225.00

In words: SIX HUNDRED FIFTY-TWO US DOLLARS AND SEVENTY-FIVE CENTS

Subtotal \$603.00
Sales tax 8.25% \$49.75

COMMERCIAL TERMS

Payment Credit Term (days) 30
terms
Lead time 5 business days

Total \$652.75

NOTES

Prices valid for 15 days.

Prepared by

Customer acceptance