

[YOUR BUSINESS NAME]

[Postal address]

[Physical address]

[Phone] [Email]

PIN: [Your KRA PIN]

QUOTATION

Quotation no. _____

Date _____

Valid until _____

Your ref / LPO _____

QUOTATION FOR

[Customer name]

[Address]

PIN: [Customer KRA PIN]

Attention: _____ Phone: _____

#	Description	Qty	Unit	Unit price	Disc	VAT	Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

VAT rate	Taxable	VAT
16%		
Zero rated / exempt		

Subtotal _____

Discount given _____

VAT _____

TOTAL (KSh) _____

TERMS

Prices are in Kenya Shillings and include VAT at 16% where shown.

This quotation is valid until the date above. Prices may change after that.

Lead time: _____ working days from acceptance of this quotation.

Payment terms: _____

ACCEPTANCE

To accept this quotation, sign below and return a copy, or issue an LPO quoting the quotation number above.

Prepared by — Name, signature and date

Accepted by (customer) — Name, signature and date