Example of a quotation for a distribution box

Overview

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Key Takeaways

A professional quotation for a distribution box should include item description, quantity, unit price, total cost, taxes, and terms of delivery.

Example Quotation Format

Company Name: ABC Electrical Supplies Address: 123 Main Street, City, State, ZIP Phone/Email: (123) 456-7890 / info@abcelectrical.com Quotation Number: Q-2026-001 Date: May 22, 2026 Valid Until: June 5, 2026 Client Details: Name: XYZ Industries Address: 456 Industrial Road, City, State, ZIP Contact Person: John Doe Email/Phone: john.doe@xyz.com / (987) 654-3210Item DescriptionQuantityUnit Price (USD)Total (USD)12-Slot Distribution Box10150. 001,500. 00Mounting Accessories10 sets25.

00250. 00Delivery Charges150. 0050.

00Subtotal: 1,800. 00 Tax (10%): 180. 00 Total Amount: 1,980.

00 Terms and Conditions: Delivery within 7 business days after order confirmation. Payment due within 30 days of invoice. Quotation valid until the date mentioned above.

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Any changes in quantity or specifications may affect the final price. Authorized Signature: _____How to Create Your Own QuotationYou can use free quotation templates available online to quickly generate a professional quote for a distribution box. Recommended sources include: QuotationTemplates.net – Offers customizable templates in Word, Excel, PDF, and Google Docs, suitable for listing materials, labor, and pricing breakdowns.

TemplateSwift.com – Provides 22 free editable quotation templates in Word and Excel, allowing you to add your company logo, client details, and itemized costs. Template.net – Features online editable and printable quotation templates for professional presentation. LearningContainer.com – Offers Excel-based quotation templates with automatic calculations for totals, taxes, and discounts.

Vertex42.com – Provides free price quote templates that can be adapted for sales of goods or services, including distribution boxes. Using these templates, you can customize the item description, quantity, unit price, and terms to match your business needs, ensuring a professional and accurate quotation for your clients.

Article Content

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What Is Quotation in Business Heading with 50 Words DescriptionSmall Business Quotation Template Design5 Ways to Write A Good Business QuotationBasic Business Quotation Content and FormatThe use of a quotation is mainly focused on providing the initial items that are needed to be known and reviewed by a potential client before the formal implementation of the transaction. We have collected different kinds of small business quotationtemplates and samples so you can have references in creating the business quotations appropriate for ...See more on template Template

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