

Quotation

ABC Corp

123 Main Street
City, State ZIP
Phone: (123) 456-7890
Email: info@abccorp.com

Quotation No: QUO-2024-001

Date: 2024-06-26

Valid Until: 2024-07-10

To:

XYZ Limited
Attn: John Doe
456 Another Rd
City, State ZIP

#	Description	Qty	Unit Price	Amount
1	Product A	10	100	1,000
2	Product B	5	250	1,250

Subtotal: 2,250

Tax (10%): 225

Total: 2,475

Remarks: Prices valid till above-mentioned date. Delivery within 3-5 working days upon order confirmation.

Invoice

ABC Corp

123 Main Street
City, State ZIP
Phone: (123) 456-7890
Email: info@abccorp.com

Invoice No: INV-2024-015

Date: 2024-07-02

Due Date: 2024-07-16

Billed To:

XYZ Limited
Attn: John Doe
456 Another Rd
City, State ZIP

#	Description	Qty	Unit Price	Amount
1	Product A	10	100	1,000
2	Product B	5	250	1,250

Subtotal:	2,250
Tax (10%):	225
Total:	2,475

Payment Info: Bank Transfer to Account 333444555, Bank XYZ, within 14 days of invoice date.

Important Notes:

- Ensure all details (company, client, items, prices, dates) are accurate before sending.
- Always include clear terms for validity (Quotation) and payment (Invoice).
- Maintain sequential numbering for tracking and record-keeping.
- Both documents are legally binding and serve as reference for transactions.
- Keep backup copies for your accounting and tax purposes.