

QUOTATION

Price offer · Malaysia · RM

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NOT A REQUEST FOR PAYMENT — this offers a price, it does not bill you

YOUR BUSINESS

BUSINESS NAME

Sinar Jaya Enterprise

ADDRESS

No. 14, Jalan Tenaga 3/2, Seksyen 3

40000 Shah Alam, Selangor

PHONE / EMAIL

012-388 4471 · sales@sinarjaya.example

BUSINESS REG. NO.

201901234567 (SA0512345-K)

CUSTOMER

CUSTOMER NAME

Klinik Mediviva Sdn Bhd

ADDRESS

No. 8, Jalan SS15/4B, Subang Jaya, 47500 Selangor

QUOTATION DETAILS

QUOTATION NO.

QT-2026-0148

DATE

21 August 2026

VALID UNTIL

20 September 2026

PREPARED BY

Lim Wei Sheng

CUSTOMER REF.

Email enquiry 18 Aug 2026

ATTENTION / CONTACT

Puan Farah Idris, Practice Manager

Description	Qty	Unit Price (RM)	Amount (RM)
Ergonomic office chair, mesh back, adjustable arms	12	385.00	4,620.00
Office desk 1200mm x 600mm, white oak finish	6	520.00	3,120.00
Steel filing cabinet, 4-drawer, with lock	4	445.00	1,780.00
Delivery and on-site assembly (Klang Valley)	1	350.00	350.00

Subtotal (RM)	9,870.00
Discount (5%) (RM)	-493.50
Estimated SST (if any) (RM)	Not applicable
TOTAL (RM)	9,376.50
Deposit required (30%) (RM)	2,812.95

INCLUDED

- Delivery to your premises
- On-site assembly of all items
- Removal of packaging on the day

NOT INCLUDED

- Removal or disposal of your existing furniture
- Electrical or data cabling work
- Work outside normal business hours

PAYMENT TERMS

- 30% deposit on acceptance, balance on delivery.
- Delivery 3–4 weeks from cleared deposit.
- Price holds until the validity date above.

HOW TO ACCEPT THIS QUOTATION

Sign below and email this back, or reply in writing quoting the quotation number above.

CUSTOMER SIGNATURE

DATE

Always fill in "Valid until". A quotation with no expiry date means a customer can accept last quarter's price after your supplier has already raised yours — and you have nothing in writing to point at.
Only show an SST line if your business is SST-registered. Show it as ESTIMATED: a quotation is not a tax invoice, and the amount is confirmed on the invoice.