

QUOTATION

Price offer · Malaysia · RM

Free template from Niagawan — niagawan.com

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

YOUR BUSINESS

BUSINESS NAME

ADDRESS

PHONE / EMAIL

BUSINESS REG. NO.

CUSTOMER

CUSTOMER NAME

ADDRESS

QUOTATION DETAILS

QUOTATION NO.

DATE

VALID UNTIL

PREPARED BY

CUSTOMER REF.

ATTENTION / CONTACT

Description	Qty	Unit Price (RM)	Amount (RM)

Subtotal (RM)
Discount (RM)
Estimated SST (if any) (RM)
TOTAL (RM)
Deposit required (RM)

INCLUDED

NOT INCLUDED

PAYMENT TERMS

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.