Product supply quotation

Editable sample letter: replace the details with your own records before signing

Quote: REF/2026/___
Product: Office chairs
Quantity: 8 | Unit price: INR 3,000
Subtotal: INR 24,000
Tax and freight: [confirm separately]
Delivery: Within 10 days of written approval
Validity: 15 days
Payment: [agreed terms]