QUOTE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

PREPARED FOR

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Quote number: Q-0001
Date: 10/27/2026
Valid until: 11/26/2026

PRODUCT	UNIT PRICE	QUANTITY	AMOUNT
Office chair, ergonomic, black SKU [OC-210]	$189.00	24	**$4,536.00**
Standing desk, 60 × 30 in SKU [SD-6030]	$425.00	12	**$5,100.00**
Monitor arm, dual SKU [MA-2]	$79.00	12	**$948.00**
Volume discount, 5% On orders over $9,000	-$529.20	1	**-$529.20**
Freight shipping One pallet delivery	$280.00	1	**$280.00**

NOTES/MEMO

Prices in USD, excluding sales tax. Lead time 2–3 weeks from order. Shipping: FOB our warehouse. Net 30 for approved accounts.

Subtotal: $10,334.80
Total: **$10,334.80**