

CCS Insights: Letters to Customers - Quotation for Goods

Feel the CCS & Co Difference

[Print on Company's Letterhead]

<<Date>>

<<Contact Name>>

<<Trading/Company Name of your Customer>>

<<Address>>

Dear <<Name of Contact>>,

<<Re: Quotation For Goods>>

Thank you for your recent enquiry for the supply of <<Items/products>>.

We are pleased to quote as follows:-

Qty	Description	Unit Price	Total
<< >>	<< >>	<< >>	<< >>

Delivery: <<Free to shipper>> at <<location>>

Delivery by/on <date>

Terms: Strictly <<XX>> days net.

We hope our quotation is of interest and look forward to receiving your order.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please
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