



## Springwater Sports Supplies

Quote

Addressed to the Organisation

Date: 1 December 2017  
Invoice # 201  
Expiration Date: 31 December 2017

Dated within the last three months

To:  
Springwater Marbles Club  
2 Springwater Street  
Springwater 9999

Springwater Sports Supplies  
1 Springwater Street  
Springwater  
Phone: 123 123  
GST Number 456 456 456

Full contact details of the Supplier

Salesperson	Job	Payment Terms	Due Date
Joe Smith	Springwater Marbles Club		

Quantity	Description	Unit Price	Line Total
10	10 mm Marbles	20	200

Full description of the goods and services

Clearly shows whether the total is GST inclusive or exclusive

Subtotal	200
GST 15%	30
Total	230

Quotation prepared by: Joe Smith

This is a quotation on the goods named, subject to the conditions noted below. (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation. )

To accept this quotation, sign here and return: \_\_\_\_\_

*Thank you for your business!*