[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**OBJECT: COST QUOTATION FOR [PRODUCT/SERVICE]**

Dear [CLIENT NAME]

Attached is an initial quotation for [YOUR PRODUCTS/SERVICES] for [CLIENT]. If the quotation be accurate to your needs, please do advise us on how you wish to proceed. Should it not be, we can revise the quotation to meet your specifications.

A payment schedule can be structured with low monthly payments custom-made as per your budget. The [PRODUCT(S)/SERVICE(S)], are also available for outright purchase if you wish to take that opportunity. A number of our major suppliers have announced planned price increases, and this is sure to affect our prices they will likely increase in the near future.

The prices given in this quotation will be for a limited time of [NUMBER] days from the date on the proposal. To guarantee low current prices, please be sure to contact us about a purchase before the change of date.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]