PrinterSupplies

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Quotation Work Sheet

Customer Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Monthly/ Quarterly Usage	Manufacturer & Model Number	Cartridge #	Description Printer Copier Fax	Purchased From	
1	HP 4000	C4127X 10K	Printer	Office Depot	⇐Example

Quotation will be valid for 30 days.

Quotation prepared by: M.S.

This will be a quotation on the goods named, subject to the conditions noted below:
Delivered to your location as shown above.

Normal delivery 3 days from order unless otherwise requested.
All products we sell are 100% Unconditionally Guaranteed to perform equal to the OEM.

Thanks for all the time you spent allowing me to give you a quote.
I'm looking forward to giving you excellent service!

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