



_____, 20 ____

PRICE QUOTATION

Sir/Madam:

Please quote your prices of the following articles which this office desire to purchase for use in **accounting and cash office use.**

ITEM #	PARTICULARS	QTY.	UNIT	UNIT COST	TOTAL COST
1	Uninterrupted Power Supply	3	Unit		
2	Printer, Single function, bottomless	1	Unit		
3	Printer, 3-in-1	3	Unit		
4	Numeric keypad	2	Piece		
5	Swivel Chair	7	Unit		
6	Computer Desktop, Intel Core i5, 4Gb RAM, 1Tb Harddrive, 22" monitor, keyboard & mouse, licensed OS, windows 10	2	unit		

Dealer: _____
TIN: VAT#: _____ NON-VAT#: _____
Address: _____
Telephone No.: _____
Contact Person: _____
Canvasser: _____

Sir/Madam:

I have the honor to offer my prices for each of the above articles as indicated after each item hereon.

Very truly yours
