



On headed paper

The Granary, A Village, Dorset, DT1 XYZ
Website: www.abccompany.com
Email: info@abccompany.com

Tel 01111 222 333
VAT NUMBER 000 0000 00
ABC Company Ltd. Registered in England no. 0000000

Full details

Applicant's address

Mr Applicant
Applicant's Business
Applicant's House
Applicant's Village
Dorset
DT1 ABC

Dated last 6 months

Dear Applicant

Thank you for asking us to provide a quote as per your specification:

Item 1	£xxxx
Item 3	£xxxx
Item 2	£xxxx
Delivery /carriage	£xx
Total	£xxxxx
VAT	£xxxx

Itemised quote

Yours sincerely

Richard Brown

On behalf of ABC Company

Named contact