

[INSERT YOUR COMPANY LOGO]

QUOTE/INVOICE

[Your name and title]

QUOTE [NUMBER OR TITLE]
DATE: JUNE 3, 2009

[Your address
Phone number, fax number, email address, postal address]

TO
Attn. [Title and name of the
company you are quoting for]
Address:
Tel:
Fax:
Email

ITEM	DESCRIPTION		LINE TOTAL
1.	Shooting ??? Friday 1 st May 09 Travel & Accommodation Flights from Sydney – ??? x 2 Qantas flight \$170.00 to ??? Qantas flight \$200 to ??? 1 Nights Accommodation x 2 Taxis - \$25 x 3	\$170.00 \$200.00 \$75.00 \$ 90.00	\$995.00
		SUB TOTAL	\$995.00
	Camera – Filming 1 Day shoot at conference, including interviews <ul style="list-style-type: none">• High Definition Sony Digital Camera• Lighting & Sound recording equipment• Camera video tapes x 5	\$467.80 per day Tapes DV tapes @\$55	\$467.80 GST + \$57.20 \$520.00 \$275.00
			\$57.00
		SUB TOTAL	\$275.00
		GST	
		TOTAL	\$1270

- [Include details here about Payment installments
- Contact time and place for discussion
- Mention that this is a quote only and prices may vary on currency and more time required re agreement]

Sample Only