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Subject: Price Quetation

Dear Mr./Ms./Mrs. [RECIPIENT SURNAME].

Greetingst

We at (BUSINESS NAME) thank you for inquiring about our products. We are more than happy to serve you. Enclosed in this letter is the full and complete price quotation of our products.

A summary of our price quotation is provided below for your quick perusal.

Product Names	Description	Number of Units	Streit Price	Total Amount.
Rem A.		0.0	0.00 USD	0.00 USD
Rects B				
Rosent C				
ADD MORE ITEMS				
Total Unit and Price		0.0	8.00 USD	

We provide a trade discount of 0.0% and an extra 0.0% discount if the items you order reach more than 0.0 units. We also deliver ordered items free of charge if the order reaches 0.0 units.

Our business guarantees that the items we sell and deliver undergo reliable quality control before being sent to the customer.

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Sample Quotation Letter For Machine Service

Fred Herbert Colvin, Lester Gray French

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