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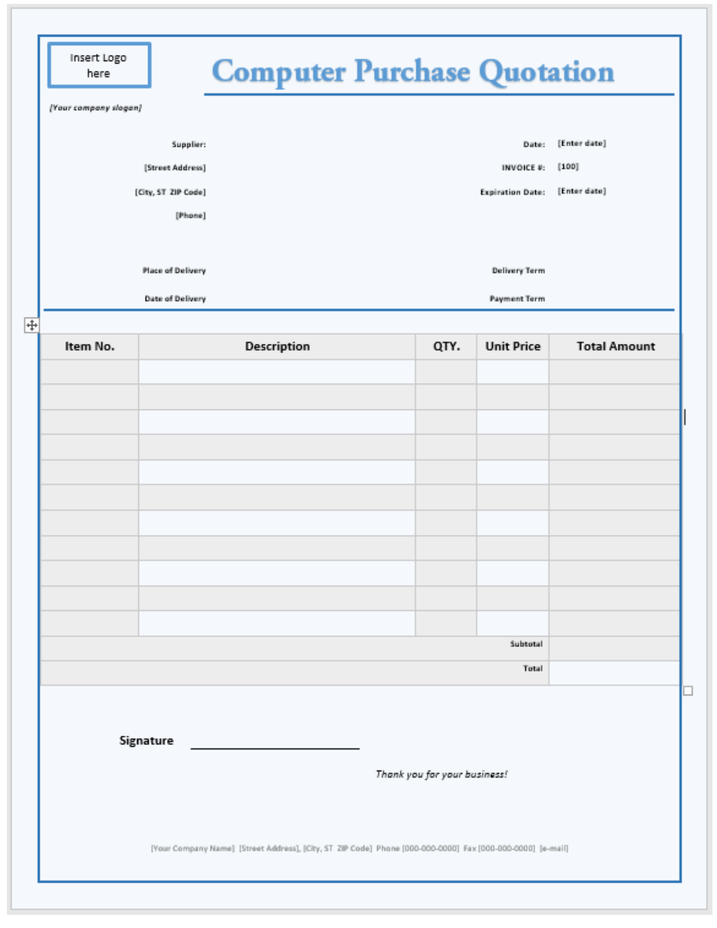

Insert Logo here

# Computer Purchase Quotation

*[Your company slogan]*

| | | | |
|---|---|---|---|
| **Supplier:** | | **Date:** | [Enter date] |
| [Street Address] | | **INVOICE #:** | [100] |
| [City, ST ZIP Code] | | **Expiration Date:** | [Enter date] |
| [Phone] | | | |
| **Place of Delivery** | | **Delivery Term** | |
| **Date of Delivery** | | **Payment Term** | |

| Item No. | Description | QTY. | Unit Price | Total Amount |
|---|---|---|---|---|
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| | | | | |
| | | | **Subtotal** | |
| | | | **Total** | |

**Signature** _____

*Thank you for your business!*

[Your Company Name] [Street Address], [City, ST ZIP Code] Phone [000-000-0000] Fax [000-000-0000] [e-mail]

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