|  |
| --- |
| **Advertising Quotation** |
|  |  |
| **QUOTATION TO:** |  **QUOTATION DETAILS:** |
| Customer Name: |   |   | Quotation No. |  |
| Address: |  |  | Customer ID. |   |
| Contact No.: |  |  | Date |   |
| Email: |  |  | Valid Date |   |
|  |
| **DETAILS** | **MONTH** | **TOTAL** |
| Full Page(7\*9.5) Color Ads |  1 | $0.00 |
| Full Page(7\*9.5) Black & White Ads |  1 | $0.00 |
| Half Page(3.5\*9.5) Color Ad |  1 | $0.00 |
| Half Page(3.5\*9.5) Black & White Ad |  1 | $0.00 |
|  |   | $0.00 |
|  |   | $0.00 |
|  |   | $0.00 |
|  |   | $0.00 |
|  | **SUB TOTAL** | **$0.00** |
| **TERMS AND CONDITIONS:** |  | **TAX @ 5%** | **$0.05** |
| Payment must be made within 20 days from the date of preparation. If not an Amount of $50 will be charged per month from due date |  | **MISCELLANEOUS** | **$25.00** |
|  | **TOTAL DUE** | **-$25.05** |
| **PLEASE DEPOSIT IN THIS ACCOUNT:** |  |  |  |  |  |
| Name: |   |  |  |  |  |  |
| Account Number: |   |  |  |  |  |  |
| Bank Name: |   |  |  |  |  |  |
| Location: |   |  |  |  |  |  |
|  |
|  |
| *Thank You* |



**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

