**CCTV CAMERA QUOTATION**

|  |  |
| --- | --- |
| **Quotation#:** | [SPECIFY QUOTATION NUMBER]  |
| **Date of Issuance:** | [SPECIFY DATE OF ISSUANCE] |
| **Valid until:** | [SPECIFY DATE] |

**Subject:** CCTV Camera Quotation for [SPECIFY COMPANY NAME]

|  |
| --- |
| **Recipient Details**: |
| **Company Name:** | [SPECIFY COMPANY NAME] |
| **Company Address:** | [SPECIFY COMPANY ADDRESS] |
| **Contact Details:** |  |
| **Reference Number:** |  |
| **Business I.D.:**  |  |

|  |
| --- |
| **Sender Details**:  |
| **Company Name:** | [SPECIFY COMPANY NAME] |
| **Company Address:** | [SPECIFY COMPANY ADDRESS] |
| **Contact Details:** |  |
| **Reference Number:** |  |
| **Business I.D.:**  |  |

**Background**

[SPECIFY NAME], the [SPECIFY POSITION] of the recipient company wants to procure, buy, and install a closed-circuit television (CCTV) camera for its department. The reasons for such procurement are as follows:

1. To improve and streamline the department’s security system
2. To extensively regulate and monitor the department’s productivity
3. To ensure that all the security and standard protocols implemented by the company are duly complied with

In line with the foregoing reasons, [SPECIFY RECIPIENT COMPANY] requested from the [SPECIFY SENDER COMPANY] a quotation pertaining to its CCTV camera. The quotation provided below is valid until [SPECIFY DATE]. Please examine and review the said quotation extensively. Thank you and we’re hoping for more productive engagements in the future.

**Quotation**

The quotation below reflects the prices and rates of the CCTV camera and other materials need for installation and functionality purposes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Name** | **Brand** | **Quantity** | **Price** | **Total** |
| 2222778 | CCTV camera |  |  | USD 00.00 | USD 00.00 |
| 22228899 | Wires |  |  |  |  |
| 22229999 | Cables |  |  |  |  |
| 33333000 | Connector |  |  |  |  |
| 44440009 | Port Network Switch |  |  |  |  |
| 55555999 | Hard Disk |  |  |  |  |
| 44445599 | Power Supply Cable |  |  |  |  |
| 99888777 | Desktop Computer |  |  |  |  |
| **TOTAL COSTS** | **USD 00.00** |

**Payment Requirements**

If you find the preceding quotation satisfactory or if meets your demands, please read and understand our payment requirements.

1. The management only accepts payments which are made using the following modes of payment [SPECIFY ACCEPTED MODES OF PAYMENT].
2. The management only accepts payments which are made by the client to the designated personnel of the company and during the designated place and time.
3. Fifty percent (50%) of the total contract cost shall be paid by the company upon acceptance of this quotation.
4. The remaining balance shall be payable on or before [SPECIFY DATE].
5. [SPECIFY ADDITIONAL PAYMENT REQUIREMENTS]

**Notes**

Please note that the contents and substance of this quotation are not conclusive. You may freely raise your concerns and queries. Please refer to the updated contact information that we have provided in the preceding sections.

**Acceptance**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Signature: |  | Date: |  |