

# Appendix C: Quotation

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Quotation Number  
Date of issue



Issuing Dept name  
Issuing Dept contact details

## SALES QUOTATION

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Billing Address:

Delivery Address:

FAO:  
Reference:

FAO:

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Thank you for your enquiry received on: (insert date of customer request)  
We are pleased to quote on the following:

Item	Qty	Description	Currency GBP	Price excluding VAT
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**Delivery, handling and packing charges applicable**

**Totals**

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The University of Cambridge Standard Terms & Conditions of Sale apply unless otherwise stated in this quotation. These are available at <http://www.admin.cam.ac.uk/offices/finance/>

**This quotation is valid without alterations for 90 days  
from the above issue date.**