

Appendix C: Quotation

Quotation Number
Date of issue



UNIVERSITY OF
CAMBRIDGE

Issuing Dept name
Issuing Dept contact details

SALES QUOTATION

Billing Address:

Delivery Address:

FAO:
Reference:

FAO:

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

The University of Cambridge Standard Terms & Conditions of Sale apply unless otherwise stated in this quotation. These are available at www.finance.admin.cam.ac.uk/files/terms_and_conditions_of_sale_oct_19.pdf

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