|  |  |
| --- | --- |
| **Appendix C: Quotation** |  |
| Quotation Number  Date of issue  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 Price exc VAT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**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](http://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**.