# Quotation Format in Word: 8 Free Templates

By Mera Udyog · meraudyog.com · November 2026

## How to use this file

1. Each template starts on a new page. Copy the page you need into a new document, or delete the others.
2. Replace every [bracketed] field with your details and add your logo in Insert > Header.
3. The example quantities and rates are there so the formulas show working totals. Overwrite them with your own.
4. Amount cells hold Word table formulas (for example =D2*F2 and =SUM(H2:H4)). After typing your figures, press Ctrl+A and then F9 to update every total.
5. Keep the row order when you add lines: insert new item rows above the Subtotal row, then edit the formulas so their row numbers match (right-click > Edit Field).
6. Type the amount in words yourself after the final update. Word cannot write lakh and crore.
7. Save your finished layout as a Word Template (.dotx) so every new quote opens as a fresh copy.
8. GST: same state = CGST + SGST; different state = IGST. Composition dealers use Template 2 and show no GST.

## Templates in this file

1. Standard GST quotation (goods)
2. Simple quotation without GST
3. Manufacturing / supply of material quotation
4. Service quotation (scope and milestones)
5. Wholesale and trader quotation
6. Quotation covering letter
7. Quotation format in Marathi (दरपत्रक)
8. Quotation format in Hindi (कोटेशन)

*These templates are general information, not legal or tax advice. Confirm HSN codes, GST rates and terms with your CA.*

*Template 1: Standard GST quotation (goods). For an inter-state buyer, change the CGST row label to IGST 18% and its formula to =H7*0.18, and set the SGST row to 0.*

# [Company Legal Name]

[Address, City, State, PIN]
GSTIN: [27XXXXX0000X1Z5] · Udyam: [UDYAM-MH-00-0000000] · Phone: [ ] · Email: [ ]

## QUOTATION

To,
[Buyer Company Name]
[Address]
GSTIN: [ ]
Kind attn: [Name, Designation]

Quotation No.: [QT/26-27/0001]
Date: [DD/MM/YYYY]
Valid until: [DD/MM/YYYY]
Your enquiry ref.: [ ]
Place of supply: [State]

Dear Sir/Madam,

Thank you for your enquiry. We are pleased to quote as follows:

| Sr | Description | HSN | Qty | Unit | Rate (₹) | GST % | Amount (₹) |
|---|---|---|---|---|---|---|---|
| 1 | MS slip-on flange, 4 inch, IS 2062 | 7307 | 200 | Nos | 450 | 18 | 90000 |
| 2 | SS 304 blind flange, 2 inch | 7307 | 50 | Nos | 1200 | 18 | 60000 |
| 3 | [Item, size, grade, make] | [0000] | | | | 18 | 0 |
| | | | | | | **Subtotal** | 150000 |
| | | | | | | Discount 5% | 7500 |
| | | | | | | **Taxable value** | 142500 |
| | | | | | | CGST 9% | 12825 |
| | | | | | | SGST 9% | 12825 |
| | | | | | | **Grand total** | 168150 |

Amount in words: Rupees [ ] only.

**Terms and conditions**

1. Prices valid till [date].
2. GST as applicable at the time of supply.
3. Payment: [30% advance, balance against delivery / 30 days from delivery].
4. Delivery: [X working days] from PO and advance, [ex-works / delivered at site].
5. Freight and insurance: [included / extra at actuals].
6. Warranty: [12 months against manufacturing defects].
7. Subject to [City] jurisdiction.

Bank: [Bank name] · A/c name: [ ] · A/c no.: [ ] · IFSC: [ ]

**For [Company Legal Name]**
[Signature and seal]
[Name, Designation]

*Template 2: Simple quotation without GST. For businesses not registered under GST and composition dealers. Unregistered businesses can delete the composition line.*

# [Business Name]

[Address] · Phone: [ ] · GSTIN: [only if composition dealer]

## QUOTATION

To,
[Buyer Name]
[Address]
Phone: [ ]

Quotation No.: [ ]
Date: [ ]
Valid until: [ ]

| Sr | Description | Qty | Rate (₹) | Amount (₹) |
|---|---|---|---|---|
| 1 | [Item / service] | 10 | 250 | 2500 |
| 2 | [Item / service] | 5 | 600 | 3000 |
| 3 | | | | 0 |
| | | | **Total** | 5500 |

Amount in words: Rupees [ ] only.

***Composition taxable person, not eligible to collect tax on supplies.***

**Terms**

1. Prices valid till [date].
2. Payment: [ ].
3. Delivery: [ ].

**For [Business Name]**
[Signature]
[Name]

*Template 3: Manufacturing / supply of material. GST row is IGST for inter-state buyers, or split it into CGST 9% (=I5*0.09) and SGST 9% for same-state buyers.*

# [Company Legal Name]

[Plant address, MIDC Area, City, PIN]
GSTIN: [ ] · Udyam: [ ] · Phone: [ ]

## QUOTATION

To,
[Buyer], Purchase Department
[Address]
GSTIN: [ ]

Quotation No.: [ ]
Date: [ ]
Valid until: [15 days]
Your RFQ: [No., date]
Drawing no./rev.: [ ]
Place of supply: [State]

| Sr | Part no. / Description | Material | HSN | Qty | Unit | Rate (₹) | GST % | Amount (₹) |
|---|---|---|---|---|---|---|---|---|
| 1 | [Part no.] Flange, as per drawing | MS IS 2062 | 7307 | 500 | Nos | 380 | 18 | 190000 |
| 2 | Tooling / die cost (one time) | | 8207 | 1 | Lot | 25000 | 18 | 25000 |
| 3 | | | | | | | 18 | 0 |
| | | | | | | | **Subtotal** | 215000 |
| | | | | | | | GST 18% | 38700 |
| | | | | | | | **Grand total** | 253700 |

**Commercial terms**

1. Price basis: ex-works [City]; packing [included / extra]; freight to buyer's account.
2. Raw material clause: prices are based on [steel] at ₹[ ]/kg as on [date]. A change of more than [5]% before PO will be revised.
3. Lead time: first article in [X] days; bulk supply [Y] days from approval.
4. Tolerance and inspection: as per drawing; [third-party inspection at buyer's cost].
5. Payment: [ ]% advance, balance within [ ] days of delivery. As an MSME (Udyam: [ ]), interest under Sections 15 and 16 of the MSMED Act, 2006 applies to delayed payment.
6. MOQ: [ ] pieces per lot.
7. GST as applicable at the time of supply.

**For [Company Legal Name]**
[Signature and seal]
[Name, Designation]

*Template 4: Service quotation. Type amounts as plain numbers (no ₹ sign or commas) so the formulas can read them.*

# [Company Legal Name]

[Address] · GSTIN: [ ] · Phone: [ ] · Email: [ ]

## QUOTATION FOR [SERVICE NAME]

To,
[Client Name]
[Address]
GSTIN: [ ]

Quotation No.: [ ]
Date: [ ]
Valid until: [ ]
Place of supply: [State]

**1. Scope of work**

[What is included, e.g. design, supply, installation, 2 revisions.]

**2. Exclusions**

[What is not included, e.g. civil work, electrical points, third-party licences.]

| Sr | Service | SAC | Amount (₹) |
|---|---|---|---|
| 1 | [Design and drawings] | 998391 | 45000.00 |
| 2 | [Execution / implementation] | [ ] | 120000.00 |
| 3 | | | |
| | | **Subtotal** | 165000 |
| | | GST 18% | 29700 |
| | | **Total** | 194700 |

**3. Timeline**

[X weeks from advance and site handover.]

**4. Payment milestones**

[50% advance, 40% on delivery, 10% on handover.]

**5. Changes**

Work outside the scope will be quoted separately before it starts.

**6. Acceptance**

Please sign and return this quotation or issue a PO to confirm.

**For [Company Legal Name]**
[Signature]
[Name, Designation]

Accepted by client: Signature: _____ Name: _____ Date: _____

*Template 5: Wholesale and trader quotation. Amount = Qty x Rate less discount. The GST row adds each line's GST at its own rate.*

# [Company Legal Name]

[Address] · GSTIN: [ ] · Phone: [ ]

## QUOTATION / RATE OFFER

To,
[Buyer / Store Name]
[Address]
GSTIN: [ ]

Quotation No.: [ ]
Date: [ ]
Valid until: [7 days]
Place of supply: [State]

| Sr | Product | HSN | Pack | MRP | Qty | Rate (₹) | Disc % | GST % | Amount (₹) |
|---|---|---|---|---|---|---|---|---|---|
| 1 | [Product] | [ ] | 12 x 1 L | 180 | 20 | 150 | 5 | 18 | 2850 |
| 2 | [Product] | [ ] | [ ] | 95 | 40 | 80 | 0 | 5 | 3200 |
| 3 | | | | | | | | | 0 |
| | | | | | | | | **Taxable value** | 6050 |
| | | | | | | | | GST | 673 |
| | | | | | | | | **Total** | 6723 |

**Terms**

1. Rates valid till [date] or till stock lasts.
2. Scheme: [buy 10 cartons, get 1 free] as per company scheme.
3. Delivery: [within 48 hours, free above ₹[ ]].
4. Payment: [cash / [ ] days credit].
5. Returns only if damaged in transit and reported within [24 hours].

**For [Company Legal Name]**
[Signature]
[Name, Phone]

*Template 6: Quotation covering letter. Attach the price schedule (Template 1, 3, 4 or 5) behind this letter.*

# [Company Legal Name]

[Address] · GSTIN: [ ] · Phone: [ ] · Email: [ ]

Ref.: [QT/26-27/0001] Date: [DD Month YYYY]

To,
[Name, Designation]
[Buyer Company, Address]

**Subject: Quotation for [item/service] against your enquiry dated [date]**

Dear [Mr./Ms. Name],

Thank you for your enquiry dated [date]. We are pleased to submit our quotation for [item/service], as per the enclosed price schedule.

Our offer includes [key inclusions, e.g. supply, installation and 12-month warranty]. The prices are valid until [date], and delivery can be made within [X days] of receiving your purchase order and advance.

We have supplied similar [products/services] to [type of clients or industries], and we would be glad to arrange a sample or site visit if required.

Please feel free to contact [Name] on [phone] for any clarification.

**Yours faithfully,**
For [Company Legal Name]
[Signature and seal]
[Name, Designation]

Enclosures: Price schedule, technical specifications, company profile.

*Template 7: दरपत्रक (Quotation format in Marathi). Figures and HSN codes stay in English digits so they match the GST invoice.*

# [कंपनीचे नाव]

[पत्ता] · GSTIN: [ ] · फोन: [ ]

## दरपत्रक (QUOTATION)

प्रति,
[ग्राहकाचे नाव]
[पत्ता]
GSTIN: [ ]

दरपत्रक क्र.: [ ]
दिनांक: [ ]
वैध दिनांकापर्यंत: [ ]

महोदय,

आपल्या चौकशीबद्दल धन्यवाद. आमचे दर खालीलप्रमाणे आहेत:

| अ.क्र. | वस्तूचे वर्णन | HSN | नग | दर (₹) | GST % | रक्कम (₹) |
|---|---|---|---|---|---|---|
| 1 | [वस्तूचे वर्णन] | [ ] | 10 | 500 | 18 | 5000 |
| 2 | [वस्तूचे वर्णन] | [ ] | 4 | 1250 | 18 | 5000 |
| 3 | | | | | 18 | 0 |
| | | | | | **एकूण** | 10000 |
| | | | | | GST 18% | 1800 |
| | | | | | **एकूण देय रक्कम** | 11800 |

अक्षरी रक्कम: रुपये [ ] फक्त.

**अटी**

1. हे दर [दिनांक] पर्यंत वैध आहेत.
2. GST पुरवठ्याच्या वेळी लागू दराने.
3. पेमेंट: [ ]% आगाऊ, उर्वरित डिलिव्हरीवेळी.
4. डिलिव्हरी: ऑर्डरनंतर [ ] दिवसांत.
5. वाहतूक खर्च: [समाविष्ट / वेगळा].

**[कंपनीचे नाव] करिता**
[सही व शिक्का]
[नाव, पद]

*Template 8: कोटेशन (Quotation format in Hindi). Figures and HSN codes stay in English digits so they match the GST invoice.*

# [कंपनी का नाम]

[पता] · GSTIN: [ ] · फोन: [ ]

## कोटेशन (QUOTATION)

सेवा में,
[ग्राहक का नाम]
[पता]
GSTIN: [ ]

कोटेशन सं.: [ ]
दिनांक: [ ]
वैधता: [दिनांक] तक

महोदय,

आपकी पूछताछ के लिए धन्यवाद। हमारी दरें इस प्रकार हैं:

| क्र.सं. | विवरण | HSN | मात्रा | दर (₹) | GST % | राशि (₹) |
|---|---|---|---|---|---|---|
| 1 | [विवरण] | [ ] | 10 | 500 | 18 | 5000 |
| 2 | [विवरण] | [ ] | 4 | 1250 | 18 | 5000 |
| 3 | | | | | 18 | 0 |
| | | | | | **कुल** | 10000 |
| | | | | | GST 18% | 1800 |
| | | | | | **कुल देय राशि** | 11800 |

राशि शब्दों में: रुपये [ ] मात्र।

**शर्तें**

1. ये दरें [दिनांक] तक मान्य हैं।
2. GST आपूर्ति के समय लागू दर से।
3. भुगतान: [ ]% अग्रिम, शेष डिलीवरी पर।
4. डिलीवरी: ऑर्डर के [ ] दिनों में।
5. भाड़ा: [शामिल / अलग से]।

**[कंपनी का नाम] के लिए**
[हस्ताक्षर और मुहर]
[नाम, पद]