|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Advertising Quotation** | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | |
| **QUOTATION TO:** | | | | **QUOTATION DETAILS:** | | | | | | | | | |
| Customer Name: | |  |  | | Quotation No. | | | |  | | | | |
| Address: | |  |  | | Customer ID. | | | |  | | | | |
| Contact No.: | |  |  | | Date | | | |  | | | | |
| Email: | |  |  | | Valid Date | | | |  | | | | |
|  | | | | | | | | | | | | | |
| **DETAILS** | | | | | | | **MONTH** | | | | **TOTAL** | | |
| Full Page(7\*9.5) Color Ads | | | | | | | 1 | | | | $0.00 | | |
| Full Page(7\*9.5) Black & White Ads | | | | | | | 1 | | | | $0.00 | | |
| Half Page(3.5\*9.5) Color Ad | | | | | | | 1 | | | | $0.00 | | |
| Half Page(3.5\*9.5) Black & White Ad | | | | | | | 1 | | | | $0.00 | | |
|  | | | | | | |  | | | | $0.00 | | |
|  | | | | | | |  | | | | $0.00 | | |
|  | | | | | | |  | | | | $0.00 | | |
|  | | | | | | |  | | | | $0.00 | | |
|  | | | | | | | **SUB TOTAL** | | | | **$0.00** | | |
| **TERMS AND CONDITIONS:** | | | | | |  | **TAX @ 5%** | | | | **$0.05** | | |
| Payment must be made within 20 days from the date of preparation. If not an Amount of $50 will be charged per month from due date | | | | | |  | **MISCELLANEOUS** | | | | **$25.00** | | |
|  | **TOTAL DUE** | | | | **-$25.05** | | |
| **PLEASE DEPOSIT IN THIS ACCOUNT:** | | | | | |  | |  | |  | |  |  |
| Name: |  | | | | |  | |  | |  | |  |  |
| Account Number: |  | | | | |  | |  | |  | |  |  |
| Bank Name: |  | | | | |  | |  | |  | |  |  |
| Location: |  | | | | |  | |  | |  | |  |  |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| *Thank You* | | | | | | | | | | | | | |



**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

