

Quotation (UAE): Sample Price Offer

Replace the bracketed parts, list each item on its own line, and state the validity date and the payment terms. The Excel version calculates the totals and the 5% VAT for you.

[Company Name]

[Address] | [Phone] | [Email]

Trade licence number: [Number] | TRN: [15-digit TRN, if VAT registered]

QUOTATION

Quotation number: [Q-0001] | Date: [DD/MM/YYYY] | Valid until: [DD/MM/YYYY]

Prepared for: [Customer Name]

[Customer Address] | [Contact Person] | [Customer TRN, if any]

Items

1. [Description of goods or service] | Qty [] | Unit price AED [] | Amount AED []
2. [Description of goods or service] | Qty [] | Unit price AED [] | Amount AED []
3. [Description of goods or service] | Qty [] | Unit price AED [] | Amount AED []

Subtotal (excluding VAT): AED [amount]

VAT at 5%: AED [amount]

Total including VAT: AED [amount]

Terms

Validity: this quotation is valid until [DD/MM/YYYY].

Payment: [for example 50% on order, 50% on delivery; bank transfer to the account below].

Delivery or completion: [time frame and place].

Exclusions: [anything not included].

This quotation is not a tax invoice. A tax invoice will be issued when the supply is made.

Bank details: [Bank Name] | Account name: [Name] | IBAN: [IBAN]

Prepared by: [Name, Title] | Signature: [Signature]

Customer acceptance

We accept this quotation. Name: [Name] | Title: [Title] | Signature and stamp: [] | Date: [DD/MM/YYYY]

This is a general sample for information only. It is not legal or tax advice and not an official government form. Adapt it to your contract, your records and your situation, and check current requirements with the relevant authority before use. Reviewed: 27 September 2026.