01 / EDITABLE GST ESTIMATE TEMPLATE

Quotation

QUOTATION ONLY — NOT A TAX INVOICE

[Your business / supplier name]

[Address] | [Business email] | [Business phone]

Supplier GSTIN: [enter actual GSTIN]

Quotation reference	[unique quote reference]	**Quotation date**	[DD MMM YYYY]
Customer	[customer / organisation]	**Valid until**	[DD MMM YYYY]
Customer address	[billing address]	**Delivery / site**	[address / location]
Buyer GSTIN	[enter actual GSTIN, if registered]	**Place of supply**	[verify state / code]

Scope / requirement

[State the deliverables, specifications, quantities and acceptance criteria.]

Item / service	HSN/SAC	Qty	Unit rate (₹)	Discount	Net value (₹)	GST rate
[Item / service 1]	[code]	[qty]	[rate]	[%]	[amount]	[%]
[Item / service 2]	[code]	[qty]	[rate]	[%]	[amount]	[%]
[Item / service 3]	[code]	[qty]	[rate]	[%]	[amount]	[%]

Enter the verified rate for each line. Prices are tax-exclusive. Select the correct tax split; do not add both.

Subtotal before discounts	[amount]
Less: line discounts	[amount]
Net / taxable value	[amount]
CGST	[amount, if applicable]
SGST / UTGST	[amount, if applicable]
IGST (instead of CGST + SGST)	[amount, if applicable]
TOTAL QUOTED AMOUNT	**[amount]**

Terms to confirm before acceptance

Payment schedule / milestones: [specify amounts or percentages and when due].

Delivery / completion: [time and trigger]. Shipping, installation, revisions and warranty: [state inclusions/exclusions].

Acceptance / changes: [written approval method]. Bank details: [optional; verify independently].

Prepared by: [name / role] Customer acceptance / reference: [complete on approval]

Before sending: check totals, tax status, scope, validity and the latest revision. This quote does not prove payment or input-tax-credit eligibility.

02 / FILLED FICTIONAL EXAMPLE

Quotation

QUOTATION ONLY — NOT A TAX INVOICE

Example Studio | Fictional supplier, Maharashtra

Address/contact: demonstration only | GSTIN: [enter actual registered GSTIN]

Quotation reference	QT-2026-001-R1	**Quotation date**	26 Sep 2026
Customer	Sample Retail (fictional)	**Valid until**	10 Oct 2026
Customer address	Maharashtra — example	**Delivery / site**	Maharashtra — example
Buyer GSTIN	[enter actual GSTIN, if registered]	**Place of supply**	Maharashtra (27)

Scope / requirement

Five-page website setup, content entry support and one handover session. Illustrative scope and prices only.

Item / service	HSN/SAC	Qty	Unit rate (₹)	Discount	Net value (₹)	GST rate
Website setup	Verify	1	30,000.00	10%	27,000.00	18%*
Content entry support	Verify	1	10,000.00	10%	9,000.00	18%*
Handover training	Verify	1	10,000.00	10%	9,000.00	18%*

*18% is an assumed rate for the arithmetic example, not a tax-rate recommendation. Replace all sample data.

Subtotal before discounts	₹50,000.00
Less: line discounts	₹5,000.00
Net / taxable value	₹45,000.00
CGST	₹4,050.00
SGST / UTGST	₹4,050.00
IGST (instead of CGST + SGST)	₹0.00
TOTAL QUOTED AMOUNT	**₹53,100.00**

Terms to confirm before acceptance

Payment: proposed 40% advance (₹21,240.00); 60% (₹31,860.00) on agreed completion. No payment is recorded as received.

Delivery: 10 working days after written approval and receipt of agreed inputs/advance; subject to the final agreement.

Includes two revision rounds. Hosting, domain fees and ongoing maintenance are excluded. Changes require a revised written quote.

Prepared by: [name / role] Customer acceptance / reference: [complete on approval]

Before sending: check totals, tax status, scope, validity and the latest revision. This quote does not prove payment or input-tax-credit eligibility.

03 / TEMPLATE WITHOUT GST CHARGED

Quotation

QUOTATION ONLY — NOT A TAX INVOICE

[Your business / supplier name]

[Address] | [Business email] | [Business phone]

GST status: [enter actual status]

Quotation reference	[unique quote reference]	**Quotation date**	[DD MMM YYYY]
Customer	[customer / organisation]	**Valid until**	[DD MMM YYYY]
Customer address	[billing address]	**Delivery / site**	[address / location]
Buyer GSTIN	[enter actual GSTIN, if registered]	**Place of supply**	[verify state / code]

Scope / requirement

[State the deliverables, specifications, quantities and acceptance criteria.]

Item / service	HSN/SAC	Qty	Unit rate (₹)	Discount	Net value (₹)	GST rate
[Item / service 1]	[code]	[qty]	[rate]	[%]	[amount]	—
[Item / service 2]	[code]	[qty]	[rate]	[%]	[amount]	—
[Item / service 3]	[code]	[qty]	[rate]	[%]	[amount]	—

No GST is charged in this layout. Record why; do not describe an unregistered supplier as a zero-rated supply.

Subtotal before discounts	[amount]
Less: line discounts	[amount]
Net / taxable value	[amount]
GST charged	Not charged — [state reason]
TOTAL QUOTED AMOUNT	**[amount]**

Terms to confirm before acceptance

Payment schedule / milestones: [specify amounts or percentages and when due].

Delivery / completion: [time and trigger]. Shipping, installation, revisions and warranty: [state inclusions/exclusions].

Acceptance / changes: [written approval method]. Bank details: [optional; verify independently].

Prepared by: [name / role] Customer acceptance / reference: [complete on approval]

Before sending: check totals, tax status, scope, validity and the latest revision. This quote does not prove payment or input-tax-credit eligibility.