

# Quotation Acceptance

A short signed confirmation that a client accepts your quotation, turning a price estimate into an agreed order before work or delivery begins.

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## 1. Quotation reference

Identifies the exact quote being accepted by number and date, so there is no confusion with earlier versions.

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## 2. Accepted scope and option

States which quoted items or option the client is accepting when the quote offered a choice.

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## 3. Price and currency

Confirms the total agreed price and currency, matching the quotation.

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## 4. Deposit

Notes any upfront payment required before work or ordering begins.

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## 5. Validity

Records that the acceptance is within the quote's valid period, keeping the agreed price binding.

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## 6. Start or delivery date

Sets when the supplier will begin or deliver once acceptance is confirmed.

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## 7. Acceptance and signature

The client's signature or written confirmation that turns the quote into an agreed order.

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Signatures — A

Signatures — B

Witness signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PREVIEW