COMPANY NAME
123 COMPANY STREET
COMPANY CITY, ST 12345

FINISHED GOODS REPORT

FGR #0135

PARTICULARS:
To record production today xxx

FGR DATE
Jun 06, 20XX

REF. NO.
JO101

ITEM	QTY	UOM
Item 1	500	PC
Item 2	450	PC
Item 3	300	KG
Total	**1,250**	

PREPARED BY:

NAME / TITLE / DATE

APPROVED BY:

NAME / TITLE / DATE

THIS QUOTATION IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Delivery will be made within [DAYS] days following [COMPANY NAME] receipt of payment.
2. Delivery will be made f.o.b. [COMPANY NAME] facility.
3. The general terms and conditions of purchase at [WEBSITE LINK OR REFERENCE TO ATTACHMENT] apply to this quotation contract.
4. This quotation may be accepted to form a binding contract upon any one of the following options:
    a. Signature below and payment to [COMPANY NAME] for the items listed in this quote prior to the expiration date.
    b. Issuance of a purchase order to [COMPANY NAME] referencing this quote and the terms and conditions herein prior to the expiration date above.

AGREED AND ACCEPTED:

NAME	TITLE	DATE

AGREED AND ACCEPTED:

NAME	TITLE	DATE