PRICE LIST

LOGO

Company Name   Phone: (000) 000-0000
102 Somestreet NW   Fax: (000) 000-0000
Sometown, ST 01234   Website: domain.com

Product Name	Product Number	Description	Unit Price (USD)
Item One	T001	Description of item 1 (20% discount when purchasing 20 or more)	12.00
Item Two	T002	Description of item 2	24.00
Item Three	T003	Description of item 3	50.00
Item Four	T004	5 lb Bag of Flour	20.00
Item Five	T005	Flour (lb)	4.00

LOGO

SERVICES

Prices Valid From   1-Jan-2014
To   31-Dec-2014

Company Name   Phone: (000) 000-0000
102 Somestreet NW   Fax: (000) 000-0000
Sometown, ST 01234   Website: domain.com

Service Type	Service Code	Description of Service	Price (USD)
Personal Tax Return	PTR001	For persons who qualify to file 1040EZ	50.00
Personal Tax Return	PTR002	Some other personal return	100.00
Business Tax Return	BTR001	For self-employed individuals filing 1040	125.00
Business Tax Return	BTR002	For LLCs with fewer than 5 employees	250.00
General Consulting	HC001	Normal hourly rate, increments of 15 minutes	50.00

Discounts

• *Return customers get a 10% discount on all tax returns*

• *$50 discount on your next invoice for referring a new client*

LOGO

PRICE LIST

Valid From   1-Jan-2014
To   31-Dec-2014

Company Name, Street Address, City, ST ZIP
Phone: (000) 000-0000, **Fax**: (000) 000-0000, **Website**: domain.com

Bulk prices apply when purchasing the minimum Bulk Qty for that item.

Product Name	Product Number	Description	Unit Price (USD)	Bulk* Qty	Bulk* Unit Price (USD)
Thing One	T001	Description of thing 1	12.00	5	11.00
Thing Two	T002	Description of thing 2	24.00	20	20.50
Thing Three	T003	Description of thing 3	50.00	25	45.00

HELP

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Instructions

Do not share this spreadsheet. It contains information that you would not want customers to see, such as this Help worksheet or other calculations you might be adding.

Instead, use this template to print paper copies or to create a PDF by printing to a PDF print driver or exporting it as a PDF.

In Excel 2010 or later, you can create a PDF by going to File > Save As and choosing PDF from the list of file types.

If your price list is long, you may want to use "Freeze Panes" so that you can see the column header while scrolling.

Currencies

A price list should be specific about the currency for the prices listed. In this template, the currency (USD) is displayed in the column labels.

If you want the currency displayed as part of the price (like USD 52.20) then you can edit the Number format of the cells containing the prices.

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