

[Your company name]

REQUEST FOR QUOTATION

THE ENQUIRY AND WHO IS ASKING

Enquiry reference *[Your own number for this enquiry]*

Date received *[DD/MM/YYYY]*

Quote needed by *[The date the customer needs a price]*

Customer *[Company, and the site the work is for]*

Technical contact *[Who can answer a question about the drawing]*

Commercial contact *[Who can answer a question about terms]*

WHAT IS BEING MADE

Part name or description *[As the customer describes it]*

Drawing number *[Or the specification number]*

Revision *[And the date of that revision]*

Material and finish *[Where the drawing doesn't state them]*

Tolerances, treatments or tests *[Anything that drives the price]*

QUANTITY AND DELIVERY

Quantity to quote

Repeat requirement *[Whether it repeats, and how often]*

Other quantities to price *[For price breaks]*

Delivery date *[And whether it's fixed]*

Delivery address *[And who pays carriage]*

COMMERCIAL TERMS

Payment terms *[The terms that apply]*

Currency

Quote validity wanted *[How long the price should hold]*

Charges to state *[Tooling, setup or minimum order charges]*

WHAT'S MISSING, AND WHO IS CHASING IT

Missing details *[Anything above the enquiry didn't give]*

Asked by, and when *[Who asked the customer, and the date]*

Answer received *[The date the answer came back]*

Assumptions priced *[Where a gap stayed open]*