

RFQPro.com	RFQ19
Sample Basic RFQ	

[MONTH] [DAY], [YEAR]

[VENDOR FIRST NAME] [VENDOR LAST NAME]
 [VENDOR ADDRESS]
 [V CITY], [V STATE] [V ZIP]

Attention: [SALESPERSON FIRST NAME] [LAST NAME]
 [TITLE]

RE: Quotation for [YEAR] [MAKE] [MODEL] [ENGINE]

Dear Sir(s):

Please quote price and delivery for the supply of the following:

Vehicle Specification summary:

- Year: [YEAR]
- Make: [MAKE]
- Interior Color: [INT COLOR]
- Model: [MODEL]
- Exterior Color: [EXT COLOR]
- Trim [TRIM]
- Engine: [ENGINE]
- VIN [VIN]
- Drivetrain [DRIVETRAIN]
- Transmission [TRANSMISSION]
- Air bags [LOCATION 1], [LOCATION 2], [OTHER]
- Brakes [BRAKES]
- Short Box [FEET]
- Tires [TIRES]
- Seats [SEATS]
- Media [MEDIA]
- Upholstery [UPHOLSTERY]
- Mirrors: [MIRRORS]
- Tow package [TOW]
- Warranty [WARRANTY]
- Delivery [DELIVERY]

- Price \$[AMOUNT]

[AGREEMENT #]

Terms and Conditions

- Applicable taxes are extra and must be itemized separately in your proposal
- All and any additional costs must be detailed in your quotation
- Quotations will be received until [TIME] [TIME ZONE], [DAY OF WEEK], [MONTH] [DAY], [YEAR]
- All quotations not necessarily accepted and this inquiry in no way obligates [OWNER COMPANY NAME], its parent or affiliated entities.
- Technical inquires of any nature can be addressed to [CONTACT].
- Commercial terms or any other related inquires can be addressed [CONTACT].

Please deliver completed quotations by one of the following methods:

Attention: [O FIRST NAME] [O LAST NAME]
[OWNER COMPANY NAME]
[O ADDRESS]
[O CITY], [O STATE] [O ZIP]

[O PHONE]
[O FAX]
[O EMAIL]

Sincerely,

[O FIRST NAME] [O LAST NAME]
[OWNER TITLE]
[OWNER COMPANY NAME]