request for quotation TEmplate

info and Terms

* RFQ number:
* Specification Number
* Project number
* Validity
* Delivery terms
* Payment terms

|  |  |
| --- | --- |
| RFQ Number |  |
| Specicification Number |  |
| Project Number |  |
| RFQ Validity Period |  |
| DeliveryTerms (Incoterms 2020) |  |
| Payment terms |  |

**Customer**

* Customer Name
* Address
* Phone number
* Email
* VAT

**Supplier**

* Supplier Name
* Address
* Phone Number
* Email
* VAT

**RFQ Description**

|  |  |
| --- | --- |
|  | *Add here your description of the RFQ project and any vital additional information needed to ensure the supplier will be able to make a Quote to you based on the correct criteria like ISO standards, paint needs etc.* |

**Order Lines**

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| --- | --- |
|  | *Basic info can be filled in a table. More complex BOMs can be added to an excel template and shared as an attachment.*  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Line | Part Number  | Revision | Description | Quantity | UOM | Target Price | Supplier Price |
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