

# Request for Price Quote Letter Template

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DATE	
VENDOR COMPANY NAME	
VENDOR CONTACT NAME	
VENDOR ADDRESS	
CITY, STATE	
ZIP	

SUBJECT	
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NAME	
TITLE	
PHONE	
EMAIL	

1. REQUEST NUMBER	
2. DATE ISSUED	
3. PURCHASE REQUEST NUMBER	
4. ISSUED BY	
5. FOR INFORMATION, CALL	
6. DELIVERY BY (DATE)	
7. DELIVERY TERMS	
8. SHIP TO (CONSIGNEE AND ADDRESS)	

Please furnish quotations to the issuing office on or before the close of business.

9. PURPOSE					
10. SCHEDULE (Include applicable Federal, State, Local Taxes)					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
11. DISCOUNT FOR PROMPT PAYMENT (%)					
12. 10 CALENDAR DAYS (%)					
13. 20 CALENDAR DAYS (%)					
14. 30 CALENDAR DAYS (%)					
15. CALENDAR DAYS (%)					
16. NAME AND ADDRESS OF QUOTER					
17. SIGNATURE OF PERSON AUTHORIZED TO SIGN / NEGOTIATE					
18. DATE OF QUOTATION					
19. NAME AND TITLE OF SIGNER					
20. PHONE NUMBER					
21. TERMS AND CONDITIONS					

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