

Request for Quotation (RFQ)

1. Company Information

Company Name:	<input type="text"/>
Contact Person:	<input type="text"/>
Address:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

2. RFQ Details

RFQ Number:	<input type="text"/>
Date:	<input type="text"/>
Deadline for Submission:	<input type="text"/>

3. Product/Service Requirements

#	Description	Quantity	Unit	Remarks
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Additional Notes or Instructions

<input type="text"/>

5. Submission Details

Contact Person for RFQ:	<input type="text"/>
Submission Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

Thank you for your prompt response to this request for quotation.

