

Quotation Verification Checklist

Supplier Information

Supplier Name:

Contact Person:

Quotation Number:

Quotation Date:

Verification Checklist

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Quotation validity period is specified

☐

Payment terms are stated

☐

Item description and specifications match requirements

☐

Prices are clearly mentioned

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Delivery schedule and terms are included

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Quote signed/stamped by authorized person

Remarks

Submit