

# Quotation Verification Checklist

## Supplier Information

Supplier Name:

Contact Person:

Quotation Number:

Quotation Date:

## Verification Checklist

- Quotation validity period is specified
- Payment terms are stated
- Item description and specifications match requirements
- Prices are clearly mentioned
- Delivery schedule and terms are included
- Quote signed/stamped by authorized person

## Remarks

**Submit**