REQUEST FOR QUOTATION (RFQ)

Free template by HireDov — hiredov.com/rfq-template · Replace every [bracketed] field.

1. Buyer

Company	[Company name]
Contact name / title	[Name, job title]
Email / phone	[Email] · [Phone]
RFQ reference / date issued	[RFQ-0001] · [Date]

2. What we need

Product / service	[Name]
Specification	[Material, grade, dimensions, tolerances, model — attach drawing/datasheet]
Quantity	[Quantity + unit] — [one-off / per month / annual]
Target price (optional)	[Price + currency]
Samples required	[Yes / No — quantity, who pays]

3. Commercial terms

Delivery location	[City, country]
Incoterm	[EXW / FOB / CIF / DAP / DDP + named place]
Required delivery date / lead time	[Date]
Packaging & labeling	[Requirements]
Quality / certifications	[ISO 9001, CE, RoHS, test reports…]
Payment terms	[Net 30 / 30% deposit, 70% against documents…]
Quote currency	[USD / EUR…]

4. Please include in your quotation

Unit price & currency	
Total price for the quantity above	
Minimum order quantity (MOQ)	
Lead time	
Tooling / setup / sample costs	
Freight & other charges	
Quote validity	

5. Deadline

Please reply by **[response deadline]** to [email]. Questions are welcome before that date. Thank you.