**REQUEST FOR QUOTE (RFQ)**

|  |  |
| --- | --- |
| **[Company Name]** | **Quotation #:** |
| **Date:** | **[Company Phone, Email, Fax]** |
| **[Company Address]** | **Customer ID:** |

|  |  |
| --- | --- |
| **Quote Valid Until:** | **Quote for:**  |
| **[Name]** | **Prepared By:**  |
| **[Company Name]** | **[Company Address]** |
| **[Company Phone]** | **[Company Email, Fax]** |

**Comments or Special Instructions:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Salesperson** | **P.O. Number** | **Ship Date** | **Ship Via** | **F.O.B. Point** | **Terms** |
|  |  |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Unit Price** | **Taxable** | **Amount** |
| 1 | Concrete | $20 |  | $20 |
| 1 | Glue | $5 |  | $5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Subtotal | $25.00 |
| Tax Rate |  |
| Sale Tax |  |
| Other |  |
| **Total** | $25.00 |