**REQUEST FOR QUOTE (RFQ)**

|  |
| --- |
| Company Name |
| Company Address |
| Company Phone |
| Email |
| Fax |
| Date |
| Quotation # |
| Customer ID |
| Quote Valid Until |

**Quote for:**

|  |
| --- |
| Name |
| Company Name |
| Company Address |
| Company Phone |

**Comments or Special Instructions:**

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| --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |
| **Comments** | **Subtotal** |  |
| **Sale Tax** |  |
| **Other** |  |
| **Total** |  |