## **REQUEST FOR QUOTE**

**To:**

Salesboom, Inc

1668 Barrington Street, Suite 502

Halifax, NS B3J 2A2

Canada

**From:** [Insert company contact]

Subject: **Request for quotation**

**Part A – Standard Covering Information**

1. **The Requirement:**

The [insert name of company] has identified a requirement for Customer Management Relationship software

### Overview of the *[insert name of company]*

#### **Objectives**

Primary aims and objectives of the company.

#### **Functions**

The purpose of the company.

#### **Organisation**

Organisational structure, including Divisions and relevant Branches, and regional offices if required.

1. **Terms and Conditions**
2. **Information Required in Each Response**

A cover sheet must include the following minimum information:

* Company name
* Company contact person details
* Rates to [name of company]

1. **Formalities of Engagement**
2. **Contact Details**

*[insert contact details of the company]*

The contact person for each particular position is nominated in the table in Part B

1. **The Service Specification**

The service specification is attached at Part B.

1. **Feedback**

Informal feedback from the requesting company can be given over the phone upon request.

Part B – The Contract Performance Specification

1. Service Parameters

|  |  |
| --- | --- |
| **Service Required :** |  |
| **Date of Issue:** |  |
| **Response Deadline:** |  |
| **Scheduled Service Start Date** |  |
| **Duration of Contract:** |  |
| **Company Contact Person:** |  |

1. **Body of Service Specification**

**Background**

# Service Level Required

Service Level Required.

Any restrictions that may affect the delivery or pickup of the service required.

Detail the period the service will be required. ie On going.