

Request for Quotation

one spec for every supplier.

Fill it in on screen (any PDF reader) or print it, then send the same document to every supplier so the quotes come back comparable. * = required.

RFQ NO.

DATE

REPLY BY

01 Buyer Information

COMPANY NAME*

CONTACT PERSON*

EMAIL*

PHONE / WHATSAPP*

COUNTRY*

WEBSITE

02 Product Overview

PRODUCT NAME*

PRODUCT CATEGORY*

HTS CODE (IF KNOWN)

TARGET MARKET

☐ USA ☐ Canada ☐ UK ☐ EU ☐ Other

PRODUCT DESCRIPTION / INTENDED USE*

REFERENCE PRODUCT LINK

03 Product Specifications

MATERIAL

COLOR OPTIONS

DIMENSIONS (L X W X H)

TOLERANCES

NET WEIGHT

GROSS WEIGHT

KEY FEATURES

TECHNICAL SPECIFICATIONS

04 Customization & Branding

PRIVATE LABEL REQUIRED

☐ Yes ☐ No

LOGO PRINTING REQUIRED

☐ Yes ☐ No

LOGO PLACEMENT

LOGO PRINTING METHOD

CUSTOM PACKAGING REQUIRED

☐ Yes ☐ No

CUSTOM MOLD REQUIRED

☐ Yes ☐ No

TOOLING / MOLD OWNERSHIP (BUYER OWNS UNLESS AGREED OTHERWISE)

05 Packaging Requirements

INDIVIDUAL PACKAGING TYPE (POLYBAG, BOX, BLISTER)

UNITS PER CARTON

BARCODE REQUIRED

☐ Yes ☐ No

BARCODE TYPE (FNSKU / UPC / EAN)

06 Quantity & Pricing

TARGET ORDER QUANTITY (FIRST ORDER)*

EXPECTED MONTHLY ORDER VOLUME

PRICE-BREAK QUANTITIES (E.G. 500 / 1,000 / 3,000)

QUANTITY PER SKU / COLOR

TARGET UNIT PRICE / BUDGET RANGE

QUOTE CURRENCY

REQUIRED DELIVERY DATE

07 Sample Requirements

NUMBER OF SAMPLES NEEDED

SAMPLE VARIATIONS

SAMPLE COST CREDITED AGAINST FIRST ORDER?

☐ Yes ☐ No

SAMPLE SHIPPING ADDRESS

08 Shipping & Incoterms

QUOTE TERMS REQUIRED

☐ EXW ☐ FOB ☐ CIF ☐ CIP ☐ DAP ☐ DDP

NAMED PORT / PLACE (E.G. FOB NINGBO)

PREFERRED SHIPPING METHOD

☐ Sea ☐ Air ☐ Express

DESTINATION COUNTRY*

DESTINATION CITY / ZIP CODE

09 Compliance & Certifications

REQUIRED CERTIFICATIONS

☐ UL / ETL ☐ FCC ☐ CPC / GCC ☐ FDA registration ☐ Prop 65 ☐ DOT ☐ CE ☐ RoHS ☐ REACH

OTHER CERTIFICATIONS / TEST STANDARDS

TESTING PAID BY

☐ Supplier ☐ Buyer ☐ Split

10 Quality & Additional Notes

INSPECTION REQUIRED

☐ Yes ☐ No

AQL LEVEL (E.G. 0 / 2.5 / 4.0 CRITICAL / MAJOR / MINOR)

WARRANTY PERIOD EXPECTED

SPECIAL REQUIREMENTS / QUALITY EXPECTATIONS

FOR THE SUPPLIER TO COMPLETE

Supplier quotation

Quote on the Incoterm and named place in section 08. Give a price at each quantity break; the quantities are planned order sizes, not minimums.

FIELD	BREAK 1	BREAK 2	BREAK 3
Quantity			
Unit price			
Incoterm + named port			
Currency			
Tooling / mold cost			
Sample cost and lead time			
Production lead time			
Payment terms			
Carton size / units / gross weight			
Quote valid until			

SUPPLIER COMPANY NAME

CONTACT PERSON / EMAIL

FACTORY ADDRESS / COUNTRY OF ORIGIN

MOQ (PER SKU / COLOR / ORDER)

MONTHLY CAPACITY

CERTIFICATIONS HELD

FACTORY OR TRADING COMPANY?

☐ Factory ☐ Trading company

NOTES / EXCEPTIONS TO THE SPECIFICATION

SIGNATURE AND DATE

Want the quotes run for you?

Send this RFQ to us instead. We put it in front of vetted factories, compare the quotes on landed cost, and inspect before anything ships.

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