Your logo or company name

REQUEST FOR QUOTATION

RFQ number	RFQ date	Reply due date	Page
Company and contact (business, name, email, phone)		Supplier (company and contact)	
Product name and description			
Drawings and BOM reference (attached file names and revisions)			
Materials, specs and tolerances			
Quality standard (AQL)		Certifications required	
Packaging (inner pack, master carton, labeling)			
Target price	Incoterm	Required delivery date	Payment terms
Please quote this exact specification. If you cannot meet any part of it, say so below. Do not substitute a material or a part without telling us.			

Quantity tiers and supplier's quotation (the supplier fills in the prices)

Tier	Quantity tier	Unit price	Tooling or setup cost (one time)	Tier total	Lead time (days)	Notes
Currency		Minimum order quantity		Sample cost and lead time		Quote valid until
Anything in this RFQ the supplier cannot meet or proposes to change						
Quoted by (name, title, company)				Signature and date		

How to fill in the request for quotation

The buyer fills in the top part and the quantity tiers, then sends the same file to every supplier. Each supplier fills in the quotation part and sends it back.

Fill in every field. Each blank is a gap a supplier fills with its own assumption, and that makes quotes hard to compare.

When the quotes come back, compare them on landed cost, lead time, minimum order quantity and payment terms together, not on the unit price alone.

Field	What to write
Your logo or company name	The buyer sends the RFQ, so your logo or company name goes here.
RFQ number	Your own number for this RFQ, so quotes can be matched to it.
RFQ date	The date you send it.
Reply due date	The date quotes are due. Five to seven business days is usual. Give every supplier the same date.
Page	Number every page, for example 1 of 1.
Company and contact	Your business, and the name, email and phone of the person quotes go back to.
Supplier	The factory you are sending this copy to. Send the identical RFQ to three to five suppliers.
Product name and description	A short name plus one line on what the item is and does.
Drawings and BOM reference	The file names and revisions of the attached drawings and bill of materials.
Materials, specs and tolerances	Exact grades, finishes and the tolerances that matter, for example 18/8 stainless, powder coat, wall 0.5 mm plus or minus 0.05 mm.
Quality standard (AQL)	Your acceptable quality limit for inspection, for example AQL 2.5 major, 4.0 minor.
Certifications required	Any compliance you cannot ship without, such as FDA food contact, CE, RoHS or a factory audit standard.
Packaging	Inner pack, master carton, labeling and any retail requirements.
Target price	Your goal unit price, its currency and the quantity it applies to.
Incoterm	The trade term every supplier must quote on, for example FOB Shenzhen, Incoterms 2020.
Required delivery date	The date goods must be ready or delivered. Say which.
Payment terms	Your proposed deposit and balance, tied to milestones.
Instruction to the supplier	Fixed wording. It asks the supplier to flag anything it cannot meet instead of quietly substituting.
Quantity tiers and supplier's quotation	
Tier	Number the tiers 1, 2, 3 and so on.
Quantity tier	The buyer fills this in: the volumes you want priced, one per row, for example 1,000, 5,000 and 10,000.
Unit price	The supplier's price per unit at this quantity.
Tooling or setup cost	Any one-time cost for molds, tooling or setup at this quantity.
Tier total	Calculated: quantity x unit price, plus the tooling or setup cost.
Lead time (days)	Production days from order to goods ready.
Notes	Anything that applies to this tier only.
Currency	The currency of the supplier's prices.
Minimum order quantity	The smallest order the supplier will accept.
Sample cost and lead time	What a sample costs and how long it takes.
Quote valid until	The last date the supplier will hold these prices.
Anything in this RFQ the supplier cannot meet or proposes to change	The supplier lists every part of the specification it cannot meet or wants to change.
Quoted by	The person who quotes for the supplier.
Signature and date	The supplier signs and dates the quotation.