

SAMPLE – Basic RFQ

January 10, 2008

Bidder Name
Address of Bidder
City, State, Zip

Attention: Mr. Car Guy
Sales Manager

RE: Quotation for 2008 Ford F350 SUPERCAB 4X4 XLT Gas

Dear Sir(s):

Please quote price and delivery for the supply of the following:

Vehicle Specification summary:

Year: 2008
 Make: Ford
 Interior Color: *Advise*
 Model: F350 SUPERCAB 4X4
 Exterior Color: *Advise* (white or any color is fine)
 Trim: XLT or XL
 Engine: Gas 8 cylinder
 VIN: *Advise*
 Drivetrain: Four Wheel Drive
 Transmission: Standard
 Air bags: Drive side, Passenger side
 Brakes: 4-Wheel Disks, Anti-lock brakes (ABS)
 Short Box: 6.5 ft
 Tires: Full Size Spare
 Seats: Bench
 Media: *Advise*
 Upholstery: *Advise*
 Mirrors: Trailer Package
 Tow package: Yes required option
 Warranty: *Advise*
 Delivery: *Advise*

Price \$ *ADVISE*

Terms and Conditions

- Applicable taxes are extra and must be itemized separately in your proposal.
- All and any additional costs must be detailed in your quotation.
- Quotations will be received until 10:00 am Tuesday, January 24th, _____
- All quotations not necessarily accepted and this inquiry in no way obligates Your Company Name, its parent or affiliated entities.
- Technical inquires of any nature can be addressed to _____ *add contact info here*
- Commercial terms or any other related inquires can be addressed to _____ *add contact info here*

Fax completed quotations to *Add your fax #* or e-mail to _____

Attention: Mr. Senior Buyer
Your Company Name, Address, etc

Sincerely,
Your Name
Your Title