

**RFQPro.com**

**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 24<sup>th</sup>, \_\_\_\_\_
- 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