

Vendor Quotation Request

Date:

To (Vendor):

From (Company):

Contact Person:

Email/Phone:

RFQ No.:

Requested Items / Services

#	Description	Quantity	Unit	Remarks
1				
2				
3				

Delivery Location:

Requested Delivery Date:

Additional Notes:

Requested By
(Name & Signature)

Approved By
(Name & Signature)