

Itemized Supplier Quotation Worksheet

Supplier Name

Quotation No.

Date

Contact Name

Phone / Email

Validity Period

Notes

| # | Item Description | Part Number | Qty | Unit | Unit Price | Total Price | Remarks |
|--------------------|------------------|-------------|-----|------|------------|-------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Subtotal | | | | | | | |
| Tax | | | | | | | |
| Grand Total | | | | | | | |

Delivery Terms

Payment Terms

Prepared By

Approved By