

Please complete the following information as accurately as possible to receive an accurate quote.

●●● **1. Company Information**

- Company Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number (incl. country code): \_\_\_\_\_
- Company Website (if applicable): \_\_\_\_\_
- Country of Delivery: \_\_\_\_\_

●●● **2. Product Details (Please complete for each product)**

You may copy this section for multiple products or attach a separate list.

- Product Name: \_\_\_\_\_
- Product Description: \_\_\_\_\_
- Intended Use: \_\_\_\_\_
  
- Specifications: \_\_\_\_\_
  
- Size: \_\_\_\_\_
- Material: \_\_\_\_\_
- Colour: \_\_\_\_\_
- Weight: \_\_\_\_\_
- Branding: \_\_\_\_\_
- Logo: \_\_\_\_\_

• Reference Images or Drawings:

- Attached
- Not available

- Target Quantity:
  - Initial order: \_\_\_\_\_
  - Estimated annual volume: \_\_\_\_\_
- Target Price (if applicable):
  - Yes: \$ \_\_\_\_\_
  - No
- Packaging Requirements:
  - Standard export packaging
  - Custom packaging (please describe): \_\_\_\_\_
- Certifications or Compliance Needed:
  - None
  - Please list (e.g., CE, FDA, FSC, etc.): \_\_\_\_\_

●●● **3. Timeline**

- When do you need samples? \_\_\_\_\_
- When do you need full production delivered by? \_\_\_\_\_

●●● **4. Shipping & Delivery**

- Preferred Shipping Terms:
  - EXW
  - FOB
  - CIF
  - DDP
  - Other: \_\_\_\_\_
- Port of Destination (if applicable): \_\_\_\_\_
- Do you require assistance with shipping & logistics?  Yes  No
- Delivery address: \_\_\_\_\_

●●● **5. Additional Notes or Requests**

• Attachments Checklist

- Product images/sketches
- Technical drawings
- Logo files
- Packaging designs/specs
- Compliance documents
- Other relevant files

- Please send the completed RFQ and attachments to: \_\_\_\_\_
- Contact information: \_\_\_\_\_