

Subject: Request for Quotation and Payment Terms

Dear [Supplier's Name],

I hope this message finds you well. My name is [Your Name], and I am contacting you on behalf of [Your Company Name]. We are currently seeking a reliable provider for [describe product/service, e.g., office supplies, IT equipment, consulting services] and would appreciate it if you could provide us with a detailed quotation.

Please include the following details in your quotation:

- Unit prices and total cost for each item/service listed below:
  - [Item/Service 1]
  - [Item/Service 2]
  - [Item/Service 3]
- Delivery timelines and shipping charges (if applicable)
- Bulk order discounts (if offered)
- Warranty or service agreements (if applicable)

Additionally, we would like to understand your payment terms. Kindly specify:

- Accepted payment methods (e.g., bank transfer, credit card, cheque)
- Available payment schedules (e.g., advance payment, net 30, installment options)
- Any early payment discounts or late payment penalties
- Required documentation or contracts for payment processing

We look forward to receiving your quotation and hope to establish a successful partnership. Please let us know if you need any further information to process our request.

Thank you for your attention, and we await your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]