

Business Letter Template: Quotation Request for Office Supplies

Below is a formal template you can use to request quotations from suppliers for your office supply needs, followed by a filled example.

Template

[Your Company Letterhead]
[Date]
[Supplier Name]
[Supplier Company]
[Supplier Address]
[City, State, ZIP Code]
Subject: Request for Quotation for Office Supplies
Dear [Supplier Contact Name],
We are writing to request a quotation for the supply of office materials as listed below. Please provide your best prices, specifications, delivery schedule, available payment terms:
List of Required Items:
1. [Item 1] - [Quantity/details/specifications]
2. [Item 2] - [Quantity/details/specifications]
3. [Item 3] - [Quantity/details/specifications]
[Add more items as needed]
Kindly submit your quotation by [deadline/date], as timely procurement is essential for our operations.
Should you need any further information, please feel free to contact us.
Thank you, and we look forward to your prompt response.
Yours sincerely,
[Your Full Name]
[Your Designation]
[Your Company Name]
[Your Contact Information]

Example

ABC Consulting Ltd.
123 Main Street,
Springfield, XY 12345
June 24, 2024
Mr. John Doe
Sales Manager
OfficeSuppliesPro Inc.
789 Supply Ave,
Metropolis, XY 54321
Subject: Request for Quotation for Office Supplies
Dear Mr. Doe,
We kindly request a quotation for the following office supplies required for our Springfield office. Please include details of unit prices, bulk order discounts, delivery schedule:
List of Required Items:
1. A4 Paper (500-sheet packs) - 50 packs
2. Canon 236 Black Ink Cartridges - 30 cartridges
3. Heavy-duty Staplers - 20 units
Please submit your quotation by June 28, 2024, to facilitate a timely decision.
If you have any questions or require clarification, do not hesitate to let us know.
Thank you for your prompt attention to this request.
Yours sincerely,
Jane Smith
Procurement Manager
ABC Consulting Ltd.
Email: jane.smith@abcconsulting.com
Phone: (555) 987-6543