**Microsoft Word Manufacturing RFQ**

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| --- | --- | --- | --- | --- | --- | --- |
| CONTACT INFORMATION |

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 |  |  |  |  |
| COMPANY NAME |  | REPLACE WITH YOUR COMPANY LOGO |  |  |  |  |
| NAME |  |  |  |  |  |  |
| DATE |  |  |  |  |  |  |
| PHONE |  |  |  |  |  |  |
| EMAIL |  |  |  |  |  |  |
| BILLING |  |  |  |  |  |  |  |  |
| ADDRESS 1 |  |  |  |  |  |  |
| ADDRESS 2 |  |  |  |  |  |  |
| CITY |  |  |  |  |  |  |
| STATE |  |  |  |  |  |  |
| ZIP |  |  |  |  |  |  |
| SHIPPING |  |  |  |  |  |  |  |  |
| [ ]  | *<< Check box if same as billing* |  | DELIVERY DETAILS |  |  |
| ADDRESS 1 |  | * Delivery Location
* Delivery Schedule
* Shipping Method
* Package Requirements
 |
| ADDRESS 2 |  |
| CITY |  |
| STATE |  |
| ZIP |  |

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| --- | --- | --- | --- |
| PROJECT DETAILS**Project Name** |  |  |  |
| Name |
| **Purpose** |
| Description |

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| --- |
| **Scope** |
| Description |

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| --- |
| **Objectives** |
| Description |

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| **Specifications** |
| Description |

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| **Requirements** |
| Description |

PRICING

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRODUCT NO.** | **QUANTITY** | **WIDTH** | **LENGTH** | **HEIGHT** | **WEIGHT** | **ITEM NAME** | **PRICE EACH** | **TOTAL PRICE** |
| 1 | 0.00 |  |  |  |  |  | $0.00 | $0.00 |
| 2 | 0.00 |  |  |  |  |  |  |  |
| 3 | 0.00 |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | **SUBTOTAL** | $0.00 |
|  |  |  |  |  |  |  | **SALES TAX** | $0.00 |
|  |  |  |  |  |  |  | **SHIPPING COSTS**  | $0.00 |
|  |  |  |  |  |  |  | **OTHER CHARGES** | $0.00 |
|  |  |  |  |  |  |  | **TOTAL** | $0.00 |
| NOTES |
| Description |

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| REQUIRED CERTIFICATIONS |
| Description |

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