**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12139&utm_source=template-word&utm_medium=content&utm_campaign=Manufacturing+RFQ-word-12139&lpa=Manufacturing+RFQ+word+12139)Microsoft Word Manufacturing RFQ**

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

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

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

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

|  |
| --- |
| **Specifications** |
| Description | |

|  |
| --- |
| **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 |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  | **SUBTOTAL** | $0.00 |
|  |  |  |  |  | |  |  | **SALES TAX** | $0.00 |
|  |  |  |  |  | |  |  | **SHIPPING COSTS** | $0.00 |
|  |  |  |  |  | |  |  | **OTHER CHARGES** | $0.00 |
|  |  |  |  |  | |  |  | **TOTAL** | $0.00 |
| NOTES | | | | | |
| Description | | | | | | | | | | | |

|  |
| --- |
| REQUIRED CERTIFICATIONS |
| Description | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |