[DATE]

Contact Name

Address

Address2

City

Province

Postal Code

**RE: INVITATION TO QUOTE PRICE OF GOODS**

Dear [CONTACT NAME],

We are interested in purchasing [DESCRIBE GOODS], and would like a quote on both your ordinary unit price, as well as your discount for volume purchases should we order from you.

Please can you specify:

1. whether your prices are inclusive or exclusive of sales taxes; if not stated, we will assume your prices are inclusive of sales taxes;
2. delivery time from your receipt of our purchase order to our receipt of your shipment; this time frame will affect any purchase order made;
3. if delivery costs are included in your quote, if they are not included, we require a separate quote on your prices with collection being at our own cost. If delivery costs are not included in your quote, please state this clearly otherwise we will assume they are.
4. your payment terms.

All price quotations must be resolute and state when they expire.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]