

# CCS Insights: Request Quotation With Delivery/Completion Terms

*Feel the CCS & Co Difference*

[Print on Company's Letterhead or insert Address]

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

RE: Request Quotation With Delivery/Completion Terms for <<Name of product/service>>

We have recently become aware of your products/services and are interested in the opportunity of transacting business. Of particular interest is your <<details>>. In addition to the quality of the product/service and pricing thereof, reliability of supply will be a key determination of our decision to order/purchase.

Our current estimated requirement is <<details of volume>> per <<details of frequency>>. Delivery [*Completion of the work undertaken*] needs to be within <<XX >> days/weeks of any order place with you. The timing of delivery [*completion*] shall be a term and condition of the contract between our companies.

We would be grateful for full details and specifications of <<name of product/service>>, a quotation in respect of these, your standard terms and conditions of sale and a contact from your company in order to process this further.

Subject to agreeing the pricing, the delivery [*completion*] schedule and confirmation of the specification and availability of the products/services, we will want to commit to an order as soon as possible.

Hopefully, this will be the first of many such orders and will lead to a mutually successful business association between our two companies.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please  
contact:**

**Chin Chee Seng**

Partner

+6012 365 4331

cschin@ccs-co.com

**Jared Low**

Assurance Manager

+6018 763 4813

jared@ccs-co.com

**Wong Woei Teng**

Audit Manager

+6017 237 8233

woeiteng@ccs-co.com

**Vivian Lim**

HR Manager

+6012 618 6220

vivian@ccs-co.com

**Yap Huey Shan**

Assistant Audit Manager

+6012 369 7222

hueyshan@ccs-co.com

**CCS & Co**

© 2020 CCS. All rights reserved. Not for further distribution without the permission of CCS & Co. "CCS" refers to the network of member firms of CCS & Co. The information contained in the slides represents the views of CCS and does not constitute the provision of professional advice of any kind. The information contained in the slides is based on our interpretation of existing legislation as at the published date. While CCS makes reasonable efforts to provide information which we believe to be reliable, we make no representations or warranties that the information provided is complete, accurate, up to date or non-misleading. The information provided herein should not be used as a substitute for consultation with professional advisers. Before making any decision or taking any action, you should consult a professional adviser who has been provided with all the pertinent facts relevant to your particular situation. No responsibility for loss occasioned to any person action or refraining from action as a result from using the information in the slides can be accepted by CCS.