

CCS Insights: Request for Quotation

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 For Quotation - <<details of requirement>>

Please let us have your quotation for the supply of the following products/services:-

<< Details >>

<< Details >>

Special requirements: << Details >>

We would require delivery within << Number >> weeks of date of order. Kindly confirm that this is possible.

We look forward to hearing from you.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please
contact:**

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