**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12103&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Manufacturing+RFQ+Template-word-12103&lpa=Blank+Manufacturing+RFQ+Template+word+12103)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 | | | |

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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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