

Industrial supplier quote-request template

Use this as the brief for a form on a supplier website. Its job is to give the sales team enough information to start a quote, while leaving room for a buyer who cannot identify the exact part.

Business / project: _____ Date: _____

Field	What to record	Your notes
Buyer and reply email	Who should receive the quotation.	
Part or description	Carry the selected part number from the product page; allow “I need help identifying it”.	
Quantity and unit	Ask for both. Ten packs is different from ten individual items.	
Size or variant	Only ask for choices that apply to the product.	
Required date	Accept an approximate date or flexible timing.	
Delivery location	City or ZIP code is usually enough for the first inquiry.	
Review owner	Who checks specification, availability and price before replying.	

Example quote request

Buyer and reply email	Alex Morgan · purchasing@example.com
Part or description	DEMO-001 — stainless steel elbow
Quantity and unit	24 each
Size or variant	25 mm, 90°; connection type to confirm
Required date	12 October 2026
Delivery location	Warehouse, Pune 411001; delivery quote requested
Review owner	Sales coordinator — confirm specification, price and availability

How to use this

1. Choose the fields your sales team actually uses. Make uncertain answers possible.
2. Carry product context into the form so the buyer does not have to retype it.
3. Confirm receipt only after the request reaches the delivery service. Provide an alternative contact route.
4. Test the sales handoff with a sample request before putting the form live.

A request is not an order or a promise of availability. Do not accept confidential drawings through an unreviewed public upload.

Editable versions and guidance: <https://1968labs.com/resources/supplier-quote-request-template>

Implementation questions: hello@1968labs.com