

Request for Quote

Fax

To: _____ **From:** _____

Fax: _____ **Pages:** _____

Phone: _____ **Date:** _____

Re: _____ **CC:** _____

Urgent

Please Reply

● **Comments:** Please deliver to addressee.

Attachments:

- Pricing response instructions
- Specific model and options list
- Copy of online price quote
- Request for Quote form
- Other relevant pricing information

Response deadline:

- All RFQ responses are due by 5:00 PM tomorrow
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