# CUSTOMER QUERY FORM

**Format No.**
Rev. No.
Rev. Date.

| Enquiry No. | Enquiry Date | Enquiry Send by<br>E-mail / Contacts | Enquiry Received by<br>E-mail / Contacts |
|---|---|---|---|
| | | | |

| **Customer Name / Address** | Tel. No: |
|---|---|
| | Fax No: |
| | Email: |
| | Site: |
| | Interested in Product: |

| Quotation No. | Quotation Date | Quotation Received by<br>E-mail / Contacts | Quotation send by<br>E-mail / Contacts |
|---|---|---|---|
| | | | |

Details of Customer Query with Quotation

| | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Replied in line with Customer Query

| | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| **Date of Completed:** | **Signature** |
|---|---|