

# Enquiry review Form

Format No.:

1	<b>Customers Name :</b>						
	Contact Persons						
	Address						
	Contacts	(O)		(R)			
		(O)		(R)		(Mobil)	
		(Fax)			Email :		
	Inquiry Received Through	Tender					
Letter							
Personal Reference							
Phone							

2	<b>Last Date of submitting Quotation :</b>						
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3	<b>Product :</b>						
	Sr. No.	Item size	Criteria-1	Criteria-2	Criteria-3	Schedule Delivery Date	Remarks

4	<b>Cost Estimation :</b>				
	Sr. No	Description	Qty.	Estimate cost \$. per Kg.	Sales Price \$. Per kg.

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<b>5</b>	<b>Assumptions</b>			
	Sr. No	Description	Quantity.	Estimate cost \$ per Kg.
<b>6</b>	<b>Commercial Terms</b>			
	<b>A</b>	<b>Payment</b>		
	<b>B</b>	<b>Discount</b>		
	<b>C</b>	<b>Taxes</b>		
	<b>D</b>	<b>Packing Charge</b>		
	<b>E</b>	<b>Transportation Charge</b>		
	<b>F</b>	<b>Inspection Requirement</b>	Yes / No	
	<b>G</b>	<b>Name of Inspection Agency</b>		
	<b>H</b>			
<b>I</b>				
Prepared by :			Approved by :	
Date :			Date :	