Quote Checklist

Buyers compare quotes side by side. A quote that answers every question up front is easier to choose. Use this checklist before you send.

1. The basics

- [ ] The buyer's reference and the date of the quote.
- [ ] Your company name, contact person and how to reach you.
- [ ] What you quote for, in your own words, so misunderstandings show early.

2. Price

- [ ] Unit price and total price for each quantity asked for.
- [ ] Currency, and whether prices include or exclude VAT.
- [ ] Set-up, tooling, proofs, packaging and freight shown as separate lines.
- [ ] Price breaks if the buyer asked for more than one quantity.
- [ ] How long the quote is valid.

3. Specification and assumptions

- [ ] The specification you quote for, especially where you deviate from the request.
- [ ] Every assumption you made where the request was unclear.
- [ ] Alternatives you propose, priced separately, with the difference explained.

4. Delivery

- [ ] Lead time from order or from approved proof, stated clearly.
- [ ] Delivery terms (for example DAP or EXW) and the delivery place.
- [ ] Partial deliveries, if any, and how they are handled.

5. Terms

- [ ] Payment terms.
- [ ] What happens if quantities change after the order.
- [ ] Tolerances for over- and under-delivery, where relevant.

6. Documents and certificates

- [ ] Certificates the buyer asked for, valid and attached.
- [ ] Data sheets, samples or references, if requested.

7. Before you press send

- [ ] The quote answers every point in the request.
- [ ] Numbers add up and units match the request.
- [ ] Attachments open and are the right versions.
- [ ] You can deliver by the date you promise.

> On Flobid the quote form asks for price lines, lead time, terms and attachments in the same structure for every supplier, so buyers can compare your quote fairly.

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