

<Your Company Letter Head>

Subject : Request for Quotation.

Dear sir ,

With reference to our Enquiry We (Company Name,Address ) request to send us Quotation for the following Products of School Stationery and Exercise Note books ( \_\_\_\_\_ ) details are as follows

Fill and tick the following information to process your RFQ

Name of the product : Packaging box \_\_\_\_\_ Exercise Note Books \_\_\_\_\_ pizza box \_\_\_\_\_ chicken box \_\_\_\_\_

Pages : 100 pages \_\_\_\_\_ 150 pages \_\_\_\_\_ 200 pages \_\_\_\_\_

Lines : single line \_\_\_\_\_ Double Line \_\_\_\_\_ Four Lines \_\_\_\_\_ square lines \_\_\_\_\_

Paper Specification: 54 gsm \_\_\_\_\_ 57 gsm \_\_\_\_\_ 60 gsm \_\_\_\_\_ any other \_\_\_\_\_

Board Specification : 230 gsm \_\_\_\_\_

Board Type : Grey Back \_\_\_\_\_ White Back \_\_\_\_\_ FBB \_\_\_\_\_

Size : 18x24cm arora model note book \_\_\_\_\_

19x29cm Arora Premium College note book \_\_\_\_\_

17x27cm Gold College Copy \_\_\_\_\_

19x29.7 Arora A4 Note book \_\_\_\_\_

22X27 Arora Account Note book \_\_\_\_\_

13x21 Arora Note book small \_\_\_\_\_

Order Quantity : \_\_\_\_\_ pcs ,

Packing Details : Number of Pcs in a pack \_\_\_\_\_ , bundle pack \_\_\_\_\_ , carton pack \_\_\_\_\_ , pallet \_\_\_\_\_

Item Name : \_\_\_\_\_

Number of Items : \_\_\_\_\_

Payment : Advance 100% \_\_\_\_\_ , 50% Advance \_\_\_\_\_ , L/C \_\_\_\_\_ , TT \_\_\_\_\_

Deleivery date / Shedule \_\_\_\_\_

Incoterms : Exworks \_\_\_\_\_ Fob \_\_\_\_\_ DDP \_\_\_\_\_ , DDU \_\_\_\_\_

Name Of Port : \_\_\_\_\_

Samples order : Plain \_\_\_\_\_ printed \_\_\_\_\_ , Sample fee \_\_\_\_\_ , Courier fee \_\_\_\_\_

Any special requirements \_\_\_\_\_

ARORA PRINTING PRESS ,12 AZAD MARKET STATION ROAD , RAIPUR C.G. 492001 , INDIA  
KNOW YOUR CUSTOMER (KYC) FORM

Customer Id Number : \_\_\_\_\_

- 1 Name Of the Company
- 2 Name of the Customer
- 3 Name of the Contact Person
- 4 Address of the Business
- 5 CITY
- 4 COUNTRY
- 7 Contact details of the business
- 7 Mobile:
- 8 Phone :
- 9 Fax:
- 10 Email:
- 11 Website:
- 12 Business Number :
- VAT,TIN,PAN , CERTIFICATE OF INCORPORATION  
GST NUMBER


13 What are the products you are interested for

- A) CHILDREN SCHOOL NOTE BOOKS
- B) FOOD PACKAGING BOXES , BURGER BOX ,  
FRENCH FRIES BOX , CHICKEN BOX , PIZZA BOX
- C) CUSTOMISED MONO CARTONS
- D) CUSTOMISED CORRUGATED BOXES


14 Where did you find us ?

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Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Seal \_\_\_\_\_  
Signature \_\_\_\_\_