

<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 Packaging boxes (_____) 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 _____

Packaging box : Corrugated box _____ Cardboard Duplex board boxes _____

Corrugated box : 3 ply box _____ 5 ply box _____ 7 ply box _____

Cardboard box : grey back box _____ white back box _____ fbb _____ sbs _____

Printing : yes _____ No _____ How many Colours ? _____

Sizes : length _____ Breath _____ Height _____ inches

length _____ Breath _____ Height _____ cm

length _____ Breath _____ Height _____ mm

33x33x4.5cm _____ , 34.5x34.5x4.5cm _____

Specification : Gsm _____ , Bursting Factor _____ , any other requirement _____

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 _____