

Vendor RFQ (Request for Quote) — Email Template

Subject: RFQ – Hardware for AI Dev Studio (Opus Leonis LLC)

Hello ,

I'm requesting a formal quote for the following items for our development studio, Opus Leonis LLC (shipping to):

- 1) 3 × GMKtec Ryzen AI Max+ 395 EVO■X2 (or equivalent)
- 2) 3 × 2TB NVMe SSDs (Samsung 990 Pro or equivalent)
- 3) 1 × Gigabit switch (8–16 port), 1 × UPS (600–1000VA), cables as needed

Please include:

- Unit price, extended total, shipping, and taxes
- Estimated lead time and quote validity period
- Any startup/education discounts
- Pro forma invoice if possible

Billing/Contact:

Opus Leonis LLC

quotes@opusleonis.com | (XXX) XXX■XXXX

Thank you,

Mike (Founder)