

## Subject: Requirements for Purchase of 50 Sewing Machines for Production Facility

1. Overview We are looking to purchase 50 sewing machines for our production facility. Our budget for each unit is \$800. The expected delivery date for these machines is October 10th, 2024. We require a 40% advance payment and the remaining 60% payment to be made one month after delivery. Additionally, we need a one-year warranty for each machine.

### 2. Requirements

Quantity: Total Units: 50 Sewing Machines

Budget: Maximum Price per Unit: \$800

Delivery Date: Expected Delivery: October 10th, 2024

Payment Terms:

Advance Payment: 40% of the total cost

Balance Payment: 60% of the total cost, due one month after delivery

Warranty:

Duration: One year from the date of delivery

Coverage: Comprehensive warranty including parts and labor

3. Technical Specifications To ensure the sewing machines meet our production needs, please provide options that meet or exceed the following specifications:

Type: Industrial sewing machine

Stitch Types: Capable of performing straight, zigzag, and overlock stitches

Speed: Minimum 1,000 stitches per minute

Features: Automatic needle threading, adjustable stitch length and width, and built-in thread cutter

Motor: Heavy-duty motor with variable speed control

Dimensions: Compact size suitable for industrial use

Additional Features: Include any additional features or enhancements that may benefit high-volume production

### 4. Delivery and Installation

Delivery Address: 5678 Manufacturing Avenue, Production City, CA 90001, USA

Installation: Indicate if installation services are included or available, and any additional costs.

### 5. Documentation and Support

Documentation: Include user manuals and setup guides for each unit

Support: Provide details on technical support options and response times

### 6. Contact Information

Contact Person: Sarah Mitchell

Email: sarah.mitchell@sewingfactory.com

Phone: (555) 987-6543

Please provide a formal quotation based on the above requirements and confirm if you can meet the delivery date and warranty conditions. We look forward to your prompt response and a successful collaboration.

Thank you.

Sarah Mitchell

Procurement Manager

Sewing Factory