15th November 21’

**Quotation Writing:**

A letter of quotation is any letter written about the price of a service or product.

Not a legally binding document.

Product, brand, specification, quantity, price – inclusive of taxes, discounts, mode of payment, delivery charges, after-sales service, contract, guarantee and warranty.

**Calling for quotation:**

Kindly furnish the following details along with the quotation:

* Minimum time required for the delivery of goods.
* Mode of transport by which the goods would be sent.
* Insurance of the goods delivered
* Contact terms