

# REQUEST FOR QUOTE

#PO-2024-12345

Date Issued: 02/12/2026

Payment Terms: Net 30

Freight Terms: FOB Destination

## VENDOR

Sales Department  
Tech Supplies Co.  
789 Vendor Street, San Jose, CA 95110  
+1 (408) 555-0300  
sales@techsupplies.com

## BILL TO

John Doe  
Firstbase Inc.  
123 Main Street, San Francisco, CA 94102  
+1 (415) 555-0100  
orders@firstbase.com

## SHIP TO

Receiving Department  
Firstbase Warehouse  
456 Warehouse Blvd, Oakland, CA 94601  
+1 (510) 555-0200  
receiving@firstbase.com

## Line Items

#	Item Name	MPN	Quantity	Unit Cost	Shipment Cost	Tax	Total
1	Laptop Stand - Aluminum Pro	LS-ALPRO-2024	50	45.00	100.00	200.00	2,550.00
2	Wireless Mouse - Silent Click Pro	WM-SCP-2024	100	25.00	50.00	200.00	2,750.00
3	USB-C Hub - 7-in-1	USBC-HUB-7IN1	75	35.00	5.00	210.00	2,840.00

## Agreement

All items subject to availability. Returns accepted within 30 days with original packaging.

Shipping Cost	500.00
Tax	610.00
<b>Total</b>	<b>8,485.00</b>

## Instructions

Please deliver between 9 AM - 5 PM. Call receiving department 24 hours in advance.