**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9158&utm_source=template-word&utm_medium=content&utm_campaign=RFQ-word-9158&lpa=RFQ+word+9158)Basic Microsoft Word RFQ Template**

COMPANY NAME

*Request for Quote*

[Company] may use this form to obtain competitive quotes from vendors for project goods and services. This form is intended to assist [Company] in making any necessary decisions regarding contractors.

REQUESTOR

|  |  |
| --- | --- |
| REQUESTING COMPANY | Name |
| CONTACT NAME | Name |
| DATE | MM/DD/YY |
| EMAIL |  |
| PHONE |  |
| FAX |  |
| RETURN COMPLETED QUOTE TO REQUESTOR NO LATER THAN | MM/DD/YY AT 0:00 P.M. (EST) |

TO

|  |  |
| --- | --- |
| VENDOR NAME | Name |
| VENDOR EMAIL |  |
| VENDOR PHONE |  |

Vendors interested in bidding on this project are directed to review [Company] needs (detailed below) and provide a proposal to the requestor. All questions shall be directed to the contact provided above.

PROJECT DESCRIPTION

|  |
| --- |
|  |

*[Please provide as much information as possible for the vendor’s review.]*

PROJECT GOALS AND OBJECTIVES

|  |
| --- |
|  |

PROJECT BACKGROUND

|  |
| --- |
|  |

PROJECT TIMELINE

|  |
| --- |
|  |

PROJECT BUDGET

|  |
| --- |
|  |

SERVICES REQUESTED

Check as many as may apply.

|  |  |
| --- | --- |
| **X** | Service |
| **X** | Service |
|  | Service |
| **X** | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |
|  | Service |

OTHER

|  |
| --- |
|  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |