

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
Total	8,485.00

Instructions

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

