BUYER RESOURCES

Quotation review checklist

Use this worksheet to check that the commercial proposal describes the product, costs and responsibilities clearly before an order is agreed.

PRODUCT / VARIANT

ENQUIRY / QUOTATION REFERENCE

COMPANY / REVIEWER

DATE / DESTINATION

DETAIL TO AGREE	RECORD YOUR REQUIREMENT / AGREED VALUE
Product & quantity	Specification/version, variant, quantity and unit
Price & currency	Unit price, total, currency and quotation validity
Packing & other costs	Packing, artwork, samples, tests and any separate charges
Delivery basis	Agreed rule, named place/port, edition and responsibilities
Payment & timing	Payment proposal, lead time and relevant dependencies
Scope & acceptance	Included documents, exclusions and unresolved conditions

Raise unclear terms before confirming the order. Delivery rules, product specifications, payment arrangements and timing should each be stated in the agreed commercial scope.

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