REQUEST FOR QUOTATION

Contact information and company profile

01 RFQ INFORMATION

RFQ reference / your reference

Request date (DD/MM/YYYY)

Contact name *

Job title / role

Business email *

Phone / WhatsApp *

02 BUSINESS PROFILE

Organization / company

Industry / business sector

City / country

Existing website / social page

Organization type / size

Authorized decision maker

PROJECT OVERVIEW

Objectives, scope and functional requirements

03 SERVICE & PROJECT DESCRIPTION

Service requested *

Project name

Business problem and project objectives *

04 SCOPE & DELIVERY

Scope of work / desired deliverables *

Required features / modules / workflows

Optional features / future enhancements

TECHNICAL REQUIREMENTS

Users, integrations, design and available resources

05 USERS, ACCESS & LANGUAGES

User roles / estimated number

Required languages

06 SYSTEM INTEGRATION

Existing tools, third-party systems, APIs and payments

07 DESIGN & CONTENT

Design references / preferred style

Hosting / platform preference

Available content / images / branding / legacy data

Technical constraints and dependencies

COMMERCIAL & APPROVAL

Budget, timing, acceptance and confirmation

08 BUDGET & DELIVERY SCHEDULE

Budget range and currency

Target launch date

Delivery timeframe

Maintenance / support needs

09 ACCEPTANCE & NOTES

Success and acceptance criteria

Other notes and assumptions

10 CUSTOMER CONFIRMATION

Authorized contact name

Date of confirmation

This RFQ is a non-binding request, not a purchase order or contract.
Pricing, scope and timelines require a separate proposal and agreement.
Do not include passwords, payment card details, or sensitive credentials.