

RFQ Email Template Pack

Six editable messages for fabrication and job-shop quoting

PROJECT / RFQ	CUSTOMER	REVIEWER	DATE

How to use: confirm the controlling evidence, record exceptions in the response column, assign an owner, then preserve the reviewed copy with the quote record. Example entries are illustrative and must be replaced.

New supplier price request

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Requested action and response date		
☐	RFQ, drawing, and specification references		
☐	Quantity, unit, delivery basis, and requested inclusions		
☐	Attachments and clarification contact		

Customer RFQ acknowledgement

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Receipt confirmation		
☐	Files and revisions received		
☐	Planned review date		
☐	Known missing information		

Clarification request

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	One numbered question per scope gap		
☐	Affected drawing, item, or specification		

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Working impact if unresolved		
☐	Requested response date		

Revised drawing acknowledgement

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	New revision received		
☐	Prior basis being superseded		
☐	Affected scope under review		
☐	Whether the quote date may change		

Quote submission email

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Quote number and revision		
☐	Base scope and options		
☐	Validity and lead-time basis		
☐	Named attachments and contact		

Quote validity follow-up

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Quote reference		
☐	Current validity status		
☐	Rate or scope items requiring refresh		
☐	Requested customer decision		

Worked example

Subject: RFQ KF-EXAMPLE-014 - machined bracket package - response requested 31 July

Hello [Name],

Please provide pricing for the attached bracket package using drawing revision C and the quantities in the supplied schedule. Include material, machining, inspection, packaging, and delivery to [location].

Please identify exceptions, minimum quantities, price validity, and current lead time. Send questions against the drawing or schedule item they affect.

Regards, [Sender]

Review decision

DECISION	REQUIRED ACTION / CONDITION	APPROVER / DATE
Proceed / Clarify / Hold / Decline		

Method and limitations

Kwantflow prepared this resource as a practical, estimator-led workflow aid. It does not determine legal obligations, engineering adequacy, manufacturability, contract risk, tax treatment, production instructions, or the correct commercial decision. Preserve source evidence and record accountable human review.