

Supplier Inquiry Form Sample

Use this **supplier inquiry form sample** to streamline your procurement process by gathering essential supplier details and ensuring clear communication. The form includes a dedicated delivery terms section to specify shipping methods, timelines, and responsibilities. This helps establish transparent agreements and smooth order fulfillment.

Supplier Details

Company Name	<input type="text"/>
Contact Person	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Company Address	<input type="text"/>

Product/Service Inquiry

Product/Service Name	<input type="text"/>
Specification/Description	<input type="text"/>
Quantity	<input type="text"/>
Unit Price	<input type="text"/>
Availability	<input type="text"/> Select

Delivery Terms

Preferred Shipping Method	<input type="text"/> Select
Estimated Delivery Time	<input type="text"/> e.g. 10-15 days
Delivery Terms (Incoterms)	<input type="text"/> Select
Freight Responsibility	<input type="text"/> Select
Additional Notes	<input type="text"/>

Submit