

Technical Inquiry Form Sample for Equipment Procurement

This **technical inquiry form** sample is designed to streamline equipment procurement by collecting detailed specifications and requirements. It ensures clear communication between buyers and suppliers to facilitate accurate quotations and efficient purchasing decisions. By using this form, organizations can improve procurement accuracy and reduce processing time.

1. Buyer Information

Company Name:

Contact Person:

Email Address:

Phone Number:

2. Equipment Details

Equipment Name:

Model Number / Type:

Intended Application:

Required Quantity:

Technical Specifications (Please specify voltage, capacity, dimensions, materials, standards, etc.):

3. Additional Requirements

Required Certifications / Standards:

Documentation Needed (user manual, warranty, etc.):

Preferred Delivery Timeframe:

Other Requirements / Notes:

4. Budget & Quotation

Budget Range (if applicable):

Quotation Submission Deadline:

Submit Inquiry