

FIRM PRICE QUOTE

[DATE]

[ADDRESSEE]

[COMPANY]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [NAME]:

We are interested in purchasing XX units of [PRODUCT] Would you please notify me of your firm unit price for the above goods as well as any firm discounted price for buying in volume.

All prices should be FOB your shipping point and state the date on which the price quotation expires.

Sincerely,

[YOUR NAME]