



Wajhat Metal Industries

PO Box NO. 25531 Riyadh 11476 Saudi Arabia
Tel.: +966 11 4405858 Fax.:+966 11 4405851 e-mail: info@wajhat.com.sa

Request for Quotation

GENERAL INFORMATION

Request Date : _____

Sales Person _____

CLIENT INFORMATION

Project Name: _____

Location: _____

Client Name: _____

Contact Person: _____

Address: _____

Fax : _____ Tel.: _____

Mobile : _____

e-mail : _____

QUOTATION REFERENCE

Quote Ref : _____ / _____ / _____

For Revision: _____

Project Status: Bidding On Hand

Quotation Priority : Urgent Top Urgent

Required Date: _____ / _____ / _____

Added Notes: _____

REQUEST DETAILS

- Steel Doors and Frames
- Steel Frames Only
- Hardware
- Powder Coated Finish
- Paint Finish
- Delivery
- Installation
- Anchor Bolt
- Rubber Silencer

DOCUMENTS ENCLOSED

- BOQ
- Architectural Drawings
- Project Specifications
- Floor Plans
- Others (Specify): _____
- Specifications as per WMI standards
(If project specifications not available)

Sales Rep. _____

Sales Manager
Syed Munir Ahmed

Discount from Initial Quotation: %

Forwarded to Projects by:
Maher Hussein

Payment Terms:

- 50% advance payment, balance before dispatch
- 100% payment upon order
- Irrevocable L/C drawn on a major Saudi Arabian Bank
- Bank guarantee on partial/full advance payment
- Other terms of payment (To be approved by Factory Manager prior to quotation)

Sales Coordinator _____

FOR ESTIMATION DEPT USE ONLY

Estimator : SF FS

Estimation Head

For Pricing Return to Coordination

Date: / /

Comments: _____