Email Template 1: Request Quotation

Hello,

I am the Manager of **[COMPANY]** in **[COUNTRY]**.

Product info

- Product: **WRITE HERE**
- Quantity: **XXX pcs**
- Market: **COUNTRY**
- Product Safety Standard: **WRITE HERE**
- File Attachment: Template 1A

Please review the attached product specification files.

Send your quote and include these details:

- FOB Unit Price (USD)
- MOQ Requirement
- Product Sample Cost
- Production time
- Payment terms
- WeChat ID

Send your quotation within 3 days

Best Regards, Name, Title, Company

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Email Template 2: Sample Order

Hello,

We accept the quotation.

Therefore we would like you to provide us with product samples. It's very important that the samples you send us match our product specifications.

Please see the attachment and follow these instructions:

1. Download the file attachment and read the terms

2. Confirm if any changes must be made to the product specifications

3. Confirm if you approve the order terms

4. Print the document and stamp each page (using your company stamp)

5. Scan the document and send to us for approval (via email)

6. Send Proforma Invoice

We will arrange payment once this is completed.

Best Regards, Name, Title, Company

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Email Template 3: Order Terms

Hello,

We would like to place a test order of **XXX pieces**. However, before we place the order we need to sign a Production Manual with your company.

Listed terms

- Standards & Regulations
- Accepted defect rate
- Payment terms
- Bank account details
- Shipping terms
- Late delivery terms
- Export packaging terms
- Order process

Attachments

- Order terms sheet
- Product Specification

Please follow this process

1. Print all attachments

2. Stamp all pages using your official company stamp

3. Send scan copies to us for review

4. Send proforma invoice

5. Send paper copies to our address by DHL or FedEx

Quality control

1. We will send a quality inspection agent to check the products before the 70% balance payment

2. The products will also be subject to **INSERT STANDARD** lab test before the 70% balance

Warning: We will not pay the balance if the quality control or lab test fails

Best Regards, Name, Title, Company

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