SAMPLE SUPPLIER QUOTATION — TRAINING ONLY

Maple Workplace Supply

Supplier A • Quotation supplied for Exercise 2

Supplier	Maple Workplace Supply | 8 Sample Lane, Example City | sales@mapleworkplace.example
Customer	BrightOffice Supplies | Training room procurement
Quotation number	Q-MW-2026-117
Issued / valid until	10 November 2026 / 30 November 2026
Currency	USD

1. Specification and scope

20 new TC-20 ergonomic task chairs, each with a mesh back, adjustable seat height and fixed padded armrests. Chairs are supplied assembled. No old-chair removal service is included.

2. Price and included charges

Item	Quantity	Unit price	Line total
Ergonomic task chair, model TC-20	20	USD 95.00	USD 1,900.00

Goods total	USD 1,900.00
Tax	USD 0.00 — classroom assumption only; no tax applied.
Delivery charge	Excluded from the goods price. The delivery charge is to be confirmed.
Total including delivery	Not stated in this quotation; delivery charge must be confirmed.

3. Delivery

Delivery within 7 business days after written order confirmation. The chairs are available at the time this quotation is issued. Delivery charges are additional, as noted in Section 2.

4. Warranty

12 months from delivery, covering replacement parts for manufacturing defects. Labour and damage caused by misuse are excluded.

5. Payment terms

100% of the confirmed order total is payable before dispatch. Final order confirmation will state the delivery charge and total payable.

6. Exclusions and validity

Delivery charges, warranty labour and old-chair removal are excluded. This quotation is valid until 30 November 2026. No purchase order has been placed.

Fictional quotation for learning only. Do not contact this supplier or make a payment.

SAMPLE SUPPLIER QUOTATION — TRAINING ONLY

Harbour Office Equipment

Supplier B • Quotation supplied for Exercise 2

Supplier	Harbour Office Equipment | 16 Practice Road, Example City | sales@harbouroffice.example
Customer	BrightOffice Supplies | Training room procurement
Quotation number	Q-HO-2026-284
Issued / valid until	10 November 2026 / 30 November 2026
Currency	USD

1. Specification and scope

20 new TC-20 ergonomic task chairs, each with a mesh back, adjustable seat height and fixed padded armrests. Chairs are supplied assembled. No old-chair removal service is included.

2. Price and included charges

Item	Quantity	Unit price	Line total
Ergonomic task chair, model TC-20	20	USD 102.00	USD 2,040.00

Goods total	USD 2,040.00
Tax	USD 0.00 — classroom assumption only; no tax applied.
Delivery charge	Standard delivery to the BrightOffice training room is included; no additional charge.
Total including delivery	USD 2,040.00

3. Delivery

Delivery within 14 business days after written order confirmation and receipt of the deposit. The quotation does not offer an expedited delivery option.

4. Warranty

24 months from delivery, covering parts and labour for manufacturing defects. Damage caused by misuse is excluded.

5. Payment terms

30% deposit on order confirmation; the remaining 70% is payable before dispatch. The deposit must be received before the delivery period begins.

6. Exclusions and validity

Old-chair removal and damage caused by misuse are excluded. This quotation is valid until 30 November 2026. No purchase order has been placed.

Fictional quotation for learning only. Do not contact this supplier or make a payment.