

**\*\*QQ Quotation Letter Checklist Template\*\***

1. **\*\*Header\*\***
    - Company Logo
    - Company Name
    - Address
    - Contact Information
    - Date
  2. **\*\*Recipient Information\*\***
    - Recipient Name
    - Company Name
    - Address
    - Contact Information
  3. **\*\*Subject Line\*\***
    - Quotation for [Service/Product Name]
  4. **\*\*Greeting\*\***
    - Dear [Recipient Name/Title],
  5. **\*\*Introduction\*\***
    - Brief introduction of your company
    - Purpose of the quotation
  6. **\*\*Quotation Details\*\***
    - Item/Service Description
    - Quantity
    - Unit Price
    - Total Price
    - Any applicable discounts
    - Payment Terms
    - Delivery Timeline
  7. **\*\*Conditions/Terms\*\***
    - Validity Period of Quotation
    - Warranty Information
    - Return Policy
  8. **\*\*Call to Action\*\***
    - Encourage the recipient to reach out with questions
    - Invitation for a follow-up discussion
  9. **\*\*Closing Statement\*\***
    - Thank the recipient for considering your quotation
  10. **\*\*Signature\*\***
    - Your Name
    - Your Title
    - Company Name
  11. **\*\*Attachments\*\***
    - Any relevant documents or pricing sheets
  12. **\*\*Footer\*\***
    - Company Tagline
    - Additional Contact Information
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- \*\*[End of Checklist]\*\***