**WAREHOUSE QUOTATION**

[INSERT COMPANY LOGO]

[INSERT COMPANY SLOGAN]

[INSERT NAME OF COMPANY]

[INSERT COMPLETE OFFICE ADDRESS]

[INSERT PHONE NUMBERS]

[INSERT FAX NUMBERS]

[INSERT EMAIL ADDRESS]

[INSERT WEBPAGE, IF APPLICABLE]

**Prepared by:**

[INSERT COMPLETE NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

[INSERT DATE]

**To:**

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

[INSERT DATE]

**Re: Warehouse Quotation**

Dear [INSERT NAME],

I am writing this letter in response to your request for a warehouse quotation. Attached to this letter is a comprehensive summary and complete breakdown of warehouse materials and costs per item. The total warehouse contract price will be subjected to a [SPECIFY PERCENTAGE VALUE] percent discount. In the event a deposit for the whole contract price will be made within [SPECIFY NUMBER OF DAYS] days from the receipt of this quotation, then the aforementioned statement shall apply.

If you have any further inquiries or questions about this warehouse quotation, please do not hesitate to give us a call at [INSERT CONTACT NUMBER] or you can send us an email at [INSERT EMAIL ADDRESS]. We highly appreciate your interest in our company, we look forward to you joining us in business.

Yours truly,

[INSERT NAME WITH SIGNATURE]

[INSERT TITLE OR POSITION]

**Complete Breakdown and Comprehensive Summary of the Warehouse Costs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item no. | Items | Specifications | Unit price | Quantity | Amount | Total Cost |
| 1 | Forklifts | Must be free from any damage. Ideal size should be [INSERT IDEAL SIZE]. | $ 0.00 | 00 | $ 0.00 | $ 0.00 |
| 2 | Pallet Jacks | Must be free from any damage. Ideal size and amount should be [INSERT IDEAL SIZE]. | $ 0.00 | 00 | $ 0.00 | $ 0.00 |
| 3 | Service Carts | [PROVIDE BRIEF SPECIFICATION] |  |  |  |  |
| 4 | Hand Trucks | [PROVIDE BRIEF SPECIFICATION] |  |  |  |  |
| 5 | Dock Plates & Dock Boards |  |  |  |  |  |
| 6 | Edge of Dock Levelers |  |  |  |  |  |
| 7. | Bulk Boxes |  |  |  |  |  |
| 8. | Stretch Wrap Machines |  |  |  |  |  |
| 9. | Cantilever Racks |  |  |  |  |  |
| 10. | Hand Trucks |  |  |  |  |  |
| 11. | Service Carts |  |  |  |  |  |
| 12. | Dump Hoppers |  |  |  |  |  |
| 13. | Yard Ramps |  |  |  |  |  |
| 14. | Lifts and Carousels |  |  |  |  |  |
| 15. | Mezzanines |  |  |  |  |  |
|  | **Subtotal** | **$ 0.00** |
| **Total Tax** | **$ 0.00** |
| **Grand Total** | **$ 0.00** |