***Subject****: “I’m interested in [Product Name]*

*Hello [supplier name]*

*I’m (your name) the procurement manager for [company name], and I’m interested in receiving a quote for [product name]*

*If you manufacture [product name], please email me more information to [your email]*

*In your response, please include:*

1. Pictures of the product
2. The Minimum Order Quantity
3. The price at the MOQ
4. What is the shipping cost of sending a sample?
5. What are the shipping terms?
6. Is this product and packaging customizable?
7. What’s The Closest port to your factory?

*Thanks, I look forward to hearing back from you!*

*[your name]*

*Procurement manager*

*[your Company name]*

***يجب تغيير المعلومات باللون الأصفر\****