Quotation comparison

Request: _____ Currency: _____ Units checked: ____ Date: _____

				Supplier 1:		Supplier 2:		Supplier 3:		Supplier 4:	
Line	**Item**	**Qty**	**Unit**	**Price used**	**Rank**	**Price used**	**Rank**	**Price used**	**Rank**	**Price used**	**Rank**
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
	Lines quoted										
	Total for the lines										
	Freight and other charges										
	Delivered total										
	Lead time										

Before you rank: seven checks

[ ] Units Per piece, per box, per metre, per kg. Convert before you compare

[ ] Same item Alternate brands, a different grade, thinner board. Ask before you count it

[ ] Missing lines A blank isn't a 0. A supplier who skipped lines can't win on total

[ ] Charges outside the lines Freight, packing, setup, tooling, minimum order charges

[ ] Currency Rank only within one currency. Don't convert someone's quote to make it fit

[ ] Validity A price that expires before you can sign off isn't a price

[ ] Terms Payment terms and delivery terms change what a price is worth. Note them under each supplier