

## Request for Bid

**HMS, Inc.**

**1111 East Street - Hometown, USA**

**(111) 555-1111**

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[ Date]

[ AddresseeXX  
XXXXXXXXXXXX  
Theirtown, USA]

To: [potential seller]

Please provide us with a bid on the following items:

<u>Item (Description)</u>	<u>Stock #</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

Please quote your bid delivery to us FOB the following location: \_\_\_\_\_.

Please specify the date through which the bid price is effective and firm.

This bid must be returned by \_\_\_\_\_, 20\_\_.

Thank you,

H.M. Smith  
President