



British Promotional
Merchandise Association Ltd

QUOTATION CHECK LIST

Ensure the written quotation received from a supplier contains the following:

- Quantity
- Unit price
- Colour
- Print (branding, number of colours, position, etc.)
- Set up charges (origination)
- Delivery (is it included in the price)
- Packaging (is it extra)
- Lead time (clear delivery schedule)
- Samples (will I be charged)
- Proofs (are they included in the price)
- Terms and conditions (ask if they are not clear)

Do not assume anything. Always ask questions and get everything in writing

Quotation Notes

TERMS AND CONDITIONS OF SALE

Make sure it is clear at the quotation stage what your standard terms and conditions are and that the client is in agreement with them. Don't just assume they are.

PAYMENT

As with the terms and conditions get agreement before the quotation becomes an order.

OVERS AND UNDERS

If you work with an over/under situation in the supply of your goods, make sure it is clearly defined in the quotation, as many problems can arise if overs are included and indeed charged for without prior warning.

ARTWORK

Clearly define the requirements for artwork.

When preparing a quotation make sure it is clear how long the prices included will stand.

International Quotations

Note these are in addition to the standard quotation check list:



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TERMS

(for more information get a guide to INCOTERMS - International Chamber of Commerce) CIF/FOB/EX WORKS - it is very important that you understand and have in writing what the terms are.

PAYMENT

What currency and when is payment due? Remember buyer beware – check currency; which law applies if it all goes wrong; always try to use a company who are part of an international association.

DUTY

Duty is rarely included - you should always check this out via the DTI and the Customs Helpline, they will give you a commodity code for the product and advise on the duty rate.

CUSTOMS

You need to assign an agent in the UK to clear your goods. When you speak to them they will give you a quotation for clearing the goods plus UK delivery if required.

LEAD TIME

Check lead times carefully: sample time, production time and shipping, plus allow time for UK customs clearance - remember, at worst customs can hold your goods for up to a week! Get the paperwork right through close liaison with your agent to help prevent any unnecessary delays.

QUALITY CONTROL

Think about this carefully. Once the goods arrive in the UK you will probably have paid in full and it's not easy to ship the goods back. Assign an agent to do inspections, or use a specialist like SGS.

Never assume anything - check everything. Always ask questions and get everything in writing.