

EXPORT QUOTATION WORKSHEET

Date Prepared: _____ Ref./Pro Forma/ Inv. No. 6

Product: 1 Estimated Ship Date: _____

Customer: _____ Packed Dimensions: _____

Country Destination: 2 Packed Weight: 7

Terms of Payment: 3 Packed Cube: _____

Terms of Sale: 4 Mode of Transport: 8

Port/Place of Our Delivery: 5

To be Shipped **From:** _____ 9 }
 To be Shipped **To:** _____ }

Total Selling Price of Product: \$ 10

Special Export Packing: \$ 11

\$ _____ Quoted By: _____

Inland Freight: \$ 12

\$ _____ Quoted By: _____

Inland Freight Includes:

Unloading Pier Delivery Terminal Handling

Other: _____

International Freight: \$ 13

\$ _____ Quoted By: _____

\$ _____ Quoted By: _____

Ocean Freight Includes:

Port Congestion CAF BAF Wharfage

Heavy Lift Container Rental Terminal

Air Freight Includes:

Fuel Adjustment Container Stuffing

Other: _____

Insurance: \$ 14

Rate per \$100 of value: \$ _____

Includes: All Risk SR&CC War Risk

Forwarding Fees: \$ 15 }

Consular / Legalization Fees: \$ _____ }

Inspection Fees: \$ _____ }

Banking Charges: \$ _____ }

Other Charges: \$ _____ }

_____ \$ _____
 _____ \$ _____

TOTAL EXPORT QUOTATION: \$ 16

INSTRUCTIONS FOR PREPARING THE EXPORT QUOTATION WORKSHEET

The purpose of the Export Quotation Worksheet is for the seller to ensure that all elements of cost incurred in the fulfillment of the transaction are made known and, as appropriate, included in the total quotation offered to the prospective buyer. Too often costs are incurred by the seller which were not contemplated in advance and may then not be recoverable.

1. Provide a brief description of the product(s) which are the subject of this transaction.
2. State the final country destination to which the seller will be consigning the goods.
3. Indicate the proposed terms of payment for the goods with consideration given to any costs the seller might incur based on the payment term.
4. Indicate the term of sale (Incoterm) proposed.
It is critical for the seller to understand the cost implications for the delivery of the goods based on the proposed term of sale and then calculate them to be included in the body of the worksheet.
5. State exactly what port/place will delivery to the buyer be concluded.
6. Assign some unique reference to this transaction and thus, the worksheet upon which the quotation is based.
7. Determine approximate physical dimensions, gross weight and total cube as this may be important information when determining transportation costs.
8. What is the proposed mode of transport of the goods to the port/place where the buyer will then assume any further obligations, risks, and delivery costs for the goods to whatever the buyer's desired final destination may be.
9. Provide detail as to where, exactly, the goods will originate their journey to the buyer and exactly where they will end their journey – at which point the buyer will then assume any further obligations, risks, and delivery costs for the goods to whatever the buyer's desired final destination may be.
10. Total proposed selling price for only the product(s) itself.
11. If special export packing/crating is requested by the buyer or required for the movement of the goods note the cost to the seller of having this performed.
12. Based upon the proposed term of sale, the seller will arrange and pay for inland transport cost to get the goods to the port/place where they will begin their international transport.
13. Based upon the term of sale, the seller will arrange and pay for the international transport of the goods. Depending on the mode, all surcharges and other ancillary fees/charges will be included in the total amount to be quoted.
14. Based upon the term of sale, the seller will arrange and pay for cargo insurance to the benefit of the buyer. If a CIF or CIP term of sale, this amount may be a separate line item on formal quote to the buyer. If seller acquires cargo insurance for its own benefit, it may wish to recover this cost from the buyer through inclusion, ultimately, in the price of the goods.
15. Determine and indicate any other fees and charges that may be incurred in concluding the transaction.
16. Total amount sought to be recovered from a prospective buyer for this transaction.