

Dear Sir/Madam,

My name is **XXXXXXXXXX** and I work on behalf of **XXXXXXXXXX**. We are currently looking to expand our product line and I have been asked to look into **XXXXXXXXXXXXXXXXXX** (example attached). We are interested in one of the items that you manufacture.

**Specifications:**

- **XXXXXXXXXXXXXXXXXX**
- **XXXXXXXXXXXXXXXXXX**
- **XXXXXXXXXXXXXXXXXX**

As I have seen that you manufacture these items, please can you provide me with the following information:

- TOTAL price for – **xxx** units PLUS SHIPPING ONLY Door to Door (DDP) to the following address:

**XXXXXXXXXXXXXXXXXX**

- Cost for a sample with shipping to the **UK/USA/EUROPE**?
- Lead time for **xxxx** units to **UK/USA/EUROPE** including shipping?
- How many units do you pack per carton?

Please answer ALL QUESTIONS in detail. Look forward to hearing from you.

Christina