

Hello. My name is (YOUR NAME) and I'm the purchasing Manager for (Widgets LLC) I am a very serious buyer, and my company deals in large volume purchases that we hope to repeat every month.

We may be interested in adding your products to our new product line.

I am interested in a small test order of 1000 of your (PRODUCT NAME) products.

We're currently interviewing new suppliers and I have a few questions:

1. What is your best price for this product?
2. What kind of packaging comes with this product? Does your price include customizing this packaging?
3. What is the cost to ship all of these via EXPRESS air through UPS, FEDEX, or DHL (Least expensive option) ?
4. Does the price you quoted include adding our 1 color logo to the product? If not, what does that cost?
5. Who is the main contact at the factory that can speak English on a voice skype call?
6. Where is the factory located, it's full address?
7. Can myself or my agent visit your factory?
8. Do you have the necessary certifications for sale in the USA ? If so, what is needed for these products to ensure there are no issues with customs and they arrive here OK?
9. Are there any patents or trademarks on this product in the USA?
10. What is your Skype ID for faster communication?

If you have the best price out of all the companies we contact, our first test order will be 1000 units. In the future our monthly repeat orders will be much larger. We look forward to building our business with you. We are very serious.

Thank you for for your time.

Sincerely,

YOUR NAME
Purchasing Manager
(WIDGETS LLC)