

Sample Quotation (Purchase Apps for your Frontline Apps)

Covering Email

Hi [INSERT NAME]

Thank you for your RFQ of D MMMM YYYY. We are pleased to submit the attached quotation.

If you have any enquiries, please do not hesitate to contact me on 0438 388 922.

Kind regards

Damien

--

Damien Ryan-Green
Director Quality and Risk Management



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Salutation

To: John Doe, XYZ Inc., john.doe@xyz.com.au

From: Damien Ryan-Green, Frontline Resourcing, damien.ryan-green@frontlineresourcing.com.au

Date: 1 July 2013 (12:35 PM)

Quotation Title: Frontline Apps plus two apps (app 1 and app 2)

Overview

A companion to this quotation is your *Scope and Price Guide for a Selection of Popular Apps* (attached).

We request that if you would like any detail of the quotation reviewed, please do not hesitate to contact Damien Ryan-Green on 0438 388 922.

Thank you for using Frontline Resourcing, suppliers of Frontline Apps and RosterCoster.

Q YYMMDD 0001 L01

Import tailored scope and price for app 1 here.

Q YYMMDD 0001 L02

Import tailored scope and price for app 1 here.

Definitions

Our standard terminology, to make it easier to distinguish and discuss the three different types of purchases organisations historically order from us, is as follows:

- An **app** is something with a specific business purpose. On a smart phone, this might be a game, or a calendar. On Frontline Apps, it might be RosterCoster, or an OHS Risk Assessment App.
- A **tool** is a system feature, not related to any specific business purpose, but which tends to make life easier for users interfacing with the suite of apps as a whole. For example, our Data and Permissions Control Tool or those little pop-ups you see on smart phones, as shown to the right.
- A **service** is simply consulting, by humans. For example, our free-with-platform help desk for resolution of software related requests⁵.

