ISABEL ASSIST

Comparing supplier quotations

Research and purchasing preparation sample

Independent sample project. All businesses, people, situations and data are fictional.

Brief

A business owner needs 100 printed thank-you cards. My role is to request comparable quotations, calculate total costs and present a clear overview to the owner. I do not approve a purchase order.

Incoming email or task

Owner's task: I need 100 A6 thank-you cards, single-sided colour printing on 300 gsm matt card. They should arrive by 20 May. Compare three quotations and show delivery costs separately.

Verified scenario information

- Quantity: 100; format: A6; single-sided colour printing; 300 gsm matt card; print-ready artwork is available.
- The owner has approved sending the enquiry but has not authorised a purchase.
- All suppliers and prices in the table are sample data. Totals are final prices in this scenario, with no additional charges.

Prepared email

Subject: Quotation request for 100 A6 thank-you cards

Hello,

We would like a quotation for 100 printed thank-you cards with the following specifications:

- A6 format;
- single-sided colour printing;
- 300 gsm matt card;
- print-ready artwork supplied by us.

Please show the printing cost, delivery charge and final total separately, including all applicable taxes and additional fees.

Could the order arrive in Tallinn by 20 May 2027? Please also include your payment terms, quotation validity and whether a digital proof is available before printing.

Thank you.

Best wishes,
Isabel
Assistant at Sirel Disain

Quotation comparison and recommendation

Sample business Sirel Disain

All quotations below are fictional. Comparison date: 5 May 2027. Calculation: 100 cards × unit price + delivery.

Comparison of three sample quotations

Supplier	100 cards	Delivery	Total	Arrives by
Sample Printer A	55 €	8 €	63 €	17.05.2027
Sample Printer B	60 €	0 €	60 €	19.05.2027
Sample Printer C	48 €	10 €	58 €	24.05.2027

Summary for the owner

- Sample Printer A charges €0.55 per card, B €0.60 and C €0.48. All three use the same printing specification in this scenario.
- B is the lowest-priced option arriving by the deadline, at €60. A costs €3 more but offers earlier delivery.
- C is cheapest overall, but its sample delivery date is later than the required deadline.
- My initial recommendation is B, provided delivery by 19 May is confirmed in writing. Consider A if a larger time buffer matters more. The digital proof and payment terms still need confirmation.

Handover and next step

I will give the owner the comparison and outstanding questions. The owner chooses the supplier. An order can be placed only with separate authorisation, after checking the final price, artwork, delivery and terms.

These are not real supplier quotations or a market-price study. No actual supplier enquiry, purchase or payment has been made.