Quote terms a shop can explain to a buyer

QuotedPart reusable worksheet - example, 2026-10-30

Put price scope, revision, release quantity, delivery basis and payment on the quote before accepting a PO. The downloadable drafting worksheet covers ten common disputes, including material increases, tooling ownership and cancellation. It is a starting point for your attorney, not legal advice or a ready-to-sign contract.

Define the priced release

Validity: Prices remain open through [date] for [quantity] pieces of [part/revision] using [drawing/spec list]. Delivery: [weeks] after written acceptance of a matching PO, complete approved files and [required deposit/material]. Specify whether time means production completion or arrival at the buyer. Do not claim that a general validity sentence overrides a signed supply agreement.

Quantity: This offer assumes one release of [quantity]. Different release sizes require review. An optional overrun/underrun band of 10% is a negotiated example, not an automatic right: remove it for exact-quantity work or obtain explicit buyer approval. Material: Before order acceptance, a documented supplier increase may require a revised offer; changes after acceptance need the agreed change process. Identify the supplier quote and date instead of reserving an undefined unilateral surcharge.

State deliverables and payment plainly

Tooling: [itemized NRE] is charged at [milestone]; ownership, permitted use and return follow [attached schedule]. FAI: Price includes [first-piece check or specified report scope]; additional inspection and customer witness requirements need review. Payment: [deposit], balance [agreed days] from [invoice/shipment], subject to an approved credit arrangement. List packaging, freight, taxes and material certifications explicitly so the buyer knows what the number covers.

Cancellation: Work stops after written instruction and confirmation of safe stopping points; settlement follows the agreed schedule for completed work, committed material and approved NRE. Avoid a generic demand for the entire order value regardless of work performed. Require authorization before scrapping or finishing customer-owned stock and fixtures.

Send the difficult provisions to counsel

Liability, warranty, remedies and governing law need review against your insurance and customer contracts; the worksheet intentionally leaves those choices for counsel. Export: Buyer identifies controlled technical data before transfer, and both parties agree an authorized transfer process before files are sent. ITAR parts go in the ITAR vault when using QuotedPart, with access governed by the shop s procedure. Do not turn a storage feature into a certification claim. Compare the incoming PO with the offer and resolve conflicts in writing before release to production; competing forms can have legal consequences beyond the estimator s intent.

Replace every bracket. These are drafting examples, not legal advice. Obtain review of contractual terms before adoption.