**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12103&utm_source=template-word&utm_medium=content&utm_campaign=Freight+RFQ+Template-word-12103&lpa=Freight+RFQ+Template+word+12103) Microsoft Word Freight RFQ Template**

YOUR COMPANY LOGO

CONTACT INFORMATION

|  |  |
| --- | --- |
| COMPANY NAME |  |
| CONTACT NAME |  |
| ADDRESS |  |
| EMAIL |  |
| PHONE |  |

ORIGIN

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NO. | CITY | STATE | ZIP | LOADING TYPE | | | |
| 1 |  |  |  |  | DOCK |  | GROUND |
| 2 |  |  |  |  | DOCK |  | GROUND |
| 3 |  |  |  |  | DOCK |  | GROUND |
| 4 |  |  |  |  | DOCK |  | GROUND |
| 5 |  |  |  |  | DOCK |  | GROUND |
| 6 |  |  |  |  | DOCK |  | GROUND |

DESTINATION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NO. | CITY | STATE | ZIP | LOADING TYPE | | | | DESTINATION TYPE | | | | | |
| 1 |  |  |  |  | DOCK |  | GROUND |  | BUSINESS |  | RESIDENTIAL |  | JOBSITE |
| 2 |  |  |  |  | DOCK |  | GROUND |  | BUSINESS |  | RESIDENTIAL |  | JOBSITE |
| 3 |  |  |  |  | DOCK |  | GROUND |  | BUSINESS |  | RESIDENTIAL |  | JOBSITE |
| 4 |  |  |  |  | DOCK |  | GROUND |  | BUSINESS |  | RESIDENTIAL |  | JOBSITE |
| 5 |  |  |  |  | DOCK |  | GROUND |  | BUSINESS |  | RESIDENTIAL |  | JOBSITE |
| 6 |  |  |  |  | DOCK |  | GROUND |  | BUSINESS |  | RESIDENTIAL |  | JOBSITE |

LOAD INFORMATION

|  |  |  |
| --- | --- | --- |
| CLASS | |  |
| NO. OF PIECES | |  |
| TOTAL WEIGHT | |  |
| STACKABLE | | YES  NO |
| PHONE | |  |
| LOAD TYPE | | |
|  | Pallets | |
|  | Bundles | |
|  | Boxes | |
|  | Crates | |
|  | Other: | |
| TOTAL FOOTAGE NEEDED | |  |
| OVERSIZE | | YES  NO |
| DIMENSIONS | |  |
| EQUIPMENT REQUIRED | | |
|  | Unknown | |
|  | Dry van | |
|  | Refrigerated van | |
|  | Heated van | |
|  | Straight truck | |
|  | Flatbed truck | |
|  | Step deck trailer | |
|  | Other: | |
| ADDITIONAL REQUIREMENTS | | |
|  | Straps / Bars | |
|  | Blanket wrapped | |
|  | Hazardous | |
|  | Logistics required | |
|  | Power tailgate | |
|  | Other: | |
| SERVICE TYPE | | |
|  | Less than truckload (LTL) | |
|  | Truckload | |
|  | Expedited | |
|  | Team driver | |
|  |  | |
|  |  | |
| TEMPERATURE (if applicable) | |  |

ADDITIONAL INFORMATION

|  |  |
| --- | --- |
| SHIPMENT PICKUP DATE | Estimated: MM/DD/YY | Actual: MM/DD/YY |
| DESCRIPTION OF GOODS |  |
| PAYMENT TYPE |  |
| PHONE |  |
| EMAIL |  |
| SPECIAL INSTRUCTIONS |  |

|  |
| --- |
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