

# Vendor Aggregate Order Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to submit our aggregate order proposal for your review. Our organization is looking to consolidate our purchasing to streamline our operations and improve efficiencies. We believe that collaborating with your esteemed company will provide significant benefits.

## Proposed Order Details

- Item Name: [Item 1 Name] - Quantity: [Quantity] - Price: [Price]
- Item Name: [Item 2 Name] - Quantity: [Quantity] - Price: [Price]
- Item Name: [Item 3 Name] - Quantity: [Quantity] - Price: [Price]

Total Estimated Cost: [Total Cost]

## Delivery Schedule

We propose a delivery date of [Insert Date] and would appreciate your confirmation on the availability of the above items.

## **Terms and Conditions**

Please find attached our terms and conditions for the proposed order.

We look forward to your positive response and hope to establish a fruitful partnership with your company. If you have any questions or require further details, please feel free to contact me directly.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]