



musika

BUSINESS TOOLS · FOR BUYERS, SUPPLIERS AND AGENTS

Run Every Order Without Surprises

Checklists for a complete enquiry, a clear quotation, a clean delivery and a fast claim.



Version 1.0 · October 2026 · Your accepted quotation and signed terms govern every order.

01 Before you submit

- Your business, contact, email and phone.
- Goods, specification, quantity, destination, date and how often you buy.
- Acceptable substitutes and your transport preference.
- Tick "keep this private" if the requirement must stay off the floor.
- Agent involved? Add the agent reference.

02 Before you accept a quotation

- Every line matches your requirement.
- Price, currency, rate, expiry and every included and excluded charge are clear.
- Payment stages, lead-time start, delivery address and release conditions are stated.
- Keep the accepted quotation version and the order reference.

03 At delivery

- Count units and inspect damage, specification and packaging.
- Note exceptions on the delivery note before you sign.
- Keep photographs, the signed delivery note and the consignment documents.
- Report discrepancies within 48 hours; livestock and perishables the same day at offloading.

Your Worksheet

Type straight into the fields below and save, or print and fill in by hand.

Requirement reference; supplier and agent references

Quotation version, expiry, acceptance

Order reference; contracting parties

Payment references and status

Collection, border and delivery milestones

Claim or refund reference; repeat date

Ready-Made Messages

Hello Musika. We need ____ (specification), quantity ____ (unit), delivered to ____ by _____. Acceptable substitutes: _____. Transport: _____. Buying frequency: _____. Please confirm the next step and our reference.

Hello Musika. Agent reference _____. Buyer _____. Buyer permission obtained on _____. Requirement _____. Please acknowledge attribution and confirm the commission terms before the order is placed.

Hello Musika. Order reference _____. Delivered on _____. Affected lines and quantity _____. Issue _____. Delivery note and photographs attached. Please acknowledge the claim and confirm the next step.

Hello Musika. Musika reference _____. Product and quantity _____. Next required date _____. Repeat requirement _____. Please quote the next release.