

# Vobom RFQ Form And Email Templates

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Recipient: vincentwong@vobommotoparts.com

## RFQ Form Field Labels

- Buyer type: repair shop / wholesaler / online seller / distributor / sourcing agent
- Target market: Thailand / Malaysia / Indonesia / Vietnam / other
- Bike model and year: Wave125 / Y15ZR / LC135 / NMAX / other
- Product needed: brake lever / bar ends / chain adjuster / foot pegs / oil cap / hook / handlebar clamp / other
- Quantity route: 50 pcs stock-style trial / 100-500 pcs mixed refill / 400 pcs OEM custom / drawing-based CNC service
- Color / finish: black / silver / red / blue / gold / anodized / custom
- Logo / OEM: no logo / laser logo / custom package / need advice
- Destination city and country
- Contact: WhatsApp / email
- Upload note: product photo, bike photo, drawing, size photo

## Form Helper Copy

Before quote:

Please send model, year, product photo and quantity first. This helps avoid wrong-fit quotation.

MOQ helper:

Stock-style parts and made-to-order parts use different MOQ and lead-time rules.

Custom helper:

OEM custom work needs drawing, logo, color and quantity confirmation before production.

Submit button:

Send RFQ Summary

Success message:

Your RFQ summary has been received. Vincent will follow up by WhatsApp or email within 24 hours during business days.

Failure fallback:

Network issue detected. Your inquiry has been saved locally in the browser. Please also use WhatsApp for urgent contact.

## Internal Lead Email To Vincent

Subject:

New Vobom RFQ - {model} / {parts} / {country}

Body:

`A new RFQ lead has been captured.

Buyer name: {name}

Company: {company}

Buyer type: {buyer\_type}

Target market: {country}

Bike model/year: {model} / {year}

Parts needed: {parts}

Quantity: {qty}

Color/finish: {color}

OEM request: {oem}

Destination: {destination}

Contact: {contact}

Language: {lang}

Source page: {page}

UTM: {utm}

Suggested next step:

1. Confirm model-year fitment.
2. Ask for reference photo if missing.
3. Separate stock-style route from made-to-order route.
4. Send WhatsApp catalog and quote route.`

## Customer Auto Reply

Subject:

Vobom RFQ received - we are checking your sourcing route

Body:

`Hello {name},

Thank you for contacting Vobom Moto Parts.

We have received your inquiry for {model} / {parts}. Our next step is to check model fitment, quantity route, color/OEM request and supplier availability.

For faster follow-up, please send these by WhatsApp if not already included:

- Bike model and year
- Product photo or drawing
- Estimated quantity
- Destination country/city
- Logo or color requirement

WhatsApp: +86 18318001567

Email: [vincentwong@vobommotoparts.com](mailto:vincentwong@vobommotoparts.com)

We usually reply within 24 hours during business days.

Vobom Moto Parts`

# Sample Request Reply

Subject:

Sample route confirmation - Vobom Moto Parts

Body:

`Hello {name},

For sample or low-MOQ trial requests, we first need to confirm whether the part is stock-style or made-to-order.

General route:

- Eligible stock-style item: lower mixed trial may be possible after supplier confirmation.
- OEM/custom item: sample depends on drawing, material, color and MOQ.
- Sample freight is usually handled by the buyer.
- If a larger batch follows, sample-related cost may be reviewed in the final quote.

Please send product photo, model/year and target quantity so we can check the correct route.`

Contact: [vincentwong@vobommotoparts.com](mailto:vincentwong@vobommotoparts.com)