**Inquiry / Information Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | Global Tech Solutions | **Address:** | 45 Business Avenue, Lahore |
| **Phone:** | +92 300 7654321 | **Email:** | [info@globaltech.com](mailto:info@globaltech.com) |
| **Website:** | [www.globaltech.com](http://www.globaltech.com) | **Date:** | 13-Oct-2025 |
| **Form No.:** | INF-2025-004 | | |

**Section 1: Customer Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Mr. Imran Ali | Company / Organization | SmartEdge Pvt. Ltd. |
| Address | Office #23, IT Tower, Lahore | Phone Number | +92 333 2223344 |
| Email Address | imran@smartedge.com |  |  |

**Section 2: Inquiry Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject of Inquiry | Request for Product Catalog and Pricing | Product / Service Interested In | Cloud Storage Solutions |
| Description / Message | Please provide detailed pricing and specifications for business-level cloud storage plans and available support packages. | | |
| Preferred Response Method | ☑ Email  □ Phone  □ In-Person Meeting | Urgency Level | □ Low  ☑ Medium  □ High |
| Desired Response Date | 15-Oct-2025 |  |  |

**Section 3: Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Received By | Ms. Ayesha Khan | Department | Customer Relations |
| Date Received | 13-Oct-2025 | Assigned To | Mr. Usman Rauf – Sales Team |
| Response Due Date | 15-Oct-2025 | Status | ☑ Pending  □ Responded  □ Closed |

**Section 4: Response Summary (to be filled by staff)**

|  |  |  |  |
| --- | --- | --- | --- |
| Response Provided | Price list and product catalog emailed to client. | Date of Response | 14-Oct-2025 |
| Responded By | Usman Rauf | Follow-Up Required | ☑ Yes  □ No |
| Next Follow-Up Date | 18-Oct-2025 | Remarks | Waiting for client confirmation on pricing plan. |

**Section 5: Authorization**

|  |  |  |
| --- | --- | --- |
| **Prepared By** | **Signature** | **Date** |
| Customer Service Officer |  |  |
| **Approved By** | **Signature** | **Date** |
|  |  |  |