



REQUEST FOR QUOTATION

Quote #:

Quotations will be received until:

Time:

Date:

VENDOR NOTICE

THIS IS NOT A PURCHASE ORDER

The terms and conditions on the following pages should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided. Return the quotation by the above time and date to the above address or responses may be faxed.

DELIVERY
LOCATION:

CONTACT:

PHONE:

FAX:

EMAIL:

VENDOR QUOTATION

PLEASE NOTE:

Item #	Qty.	Unit	Part No.	Description	Unit Price (price for 1)	Extended Amount (price for 1 x total quantity)
1						
2						
3						
4						
5						
6						
7						
8						

THIS SECTION MUST BE COMPLETED BY VENDOR

Shipping Cost _____

Tax Amount _____

Amount and Terms of any available discount: _____

Delivery shall be made _____ calendar days after receipt of order.

Payment Terms _____

Company Name		Date	
Physical Address	City	State	Zip Code
Remit Address	City	State	Zip Code
Phone Number	Authorized Signature		
Fax Number	Printed Name		