



QUOTE FORM FOR PURCHASES BETWEEN \$1,000 AND \$4,999

Date: _____ REQUISITION/CONTRACT NO. _____

Department: _____

Requestor: _____

Product/Part Needed For: _____

Product/Part Description Including Brand Name, Model, and Quantity:

1. Company Called: _____

Contact Name: _____ Phone Number: _____

Price (To Include Delivery, Installation, Trade-in's, Etc.): \$ _____

Written Quote Received: Yes__ No____

Delivery Time: _____

2. Company Called: _____

Contact Name: _____ Phone Number: _____

Price (To Include Delivery, Installation, Trade-in's, Etc.): \$ _____

Written Quote Received: Yes__ No____

Delivery Time: _____

3. Company Called: _____

Contact Name: _____ Phone Number: _____

Price (To Include Delivery, Installation, Trade-in's, Etc.): \$ _____

Written Quote Received: Yes__ No____

Delivery Time: _____

District Standard Terms: Shipping Term - F.O.B. Destination and Freight Prepaid, Payment Term - Net 30