

VENDOR QUOTE WORKSHEET

2020-2021 School Year

Department: _____

Type of Service: _____

	Quote #1	Quote #2	Quote #3
Supplier Name			
Supplier Address, City, State, Zip			
Person Contacted			
Phone Number			
Fax Number			

Ask the following questions, including shipping instructions when obtaining price quotes:

Date Quote Received			
Date Quote Expires			
Discount Offered			
Warranty Period			
Shipping Amount			

Line #	Description	Qty	Unit \$	Extension	Unit \$	Extension	Unit \$	Extension
1.								
2.								
3.								
4.								
5.								
6.								
7.								

PLEASE SEE ATTACHED VENDOR QUOTE

Subtotal						
Shipping & Handling						
Total Quote						

Prices Obtained By: _____
Printed Name
Signature
Date