# VENDOR QUOTE WORKSHEET

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | 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:­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature………………………………………Date