# 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