

# Telephone Quotation and Summary Sheet

Office Use Only

**IMPORTANT NOTE:** Please fill out all blanks and return form to Jeanie for ordering. Please remember that emergency orders cannot always be filled due to vendor requirements. Orders over \$2,500 require three bids.

\_\_\_\_\_ **Requisition**

\_\_\_\_\_ **Purchase Order No.**

\_\_\_\_\_ **Account No.**

Date \_\_\_\_\_ Person Requesting Bids \_\_\_\_\_ Phone \_\_\_\_\_

	Companies Contacted	VID No.	Phone	Contact Name (first & last names required)
A.				
B.				
C.				

Item No.	Description (please include catalog number, if available)	Quantity	Unit	<u>COMPANY A</u>		<u>COMPANY B</u>		<u>COMPANY C</u>	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
<i>Example 1.</i>	<i>Product A (cat # 1234-5)</i>	<i>2</i>	<i>each</i>	<i>\$15.</i>	<i>\$30.</i>	<i>\$14.</i>	<i>\$28.</i>	<i>\$16.</i>	<i>\$32.</i>
1									
				<b>Total</b>					
				<b>Shipping &amp; Handling</b>					
				<b>Terms (Net 30, etc.)</b>					
				<b>F.O.B. (destination., etc.)</b>					
				<b>Delivery Time</b>					
				<b>Certified HUB Vendor</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**If more than one bid, please indicate vendor chosen & give complete billing address**
