

PURCHASE PHONE QUOTE

Use this form to document requests for price quotes. Request that all quotes be FOB Destination. Attach completed form to Purchase Order.

PREPARED BY: _____ DATE PREPARED: _____

SECTION/UNIT: _____ DATE QUOTES DUE: _____

PHONE NO: _____ TIME QUOTES DUE: _____

VENDOR 1

VENDOR 2

VENDOR 3

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
Phone _____	Phone _____	Phone _____
Fax _____	FAX _____	FAX _____
Contact _____	Contact _____	Contact _____
FOB _____	FOB _____	FOB _____
Terms _____	Terms _____	Terms _____
Delivery _____	Delivery _____	Delivery _____

Comments/Specifications: _____

ITEM	DESCRIPTION	QUANTITY	VENDOR 1		VENDOR 2		VENDOR 3	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
TOTALS								