

Quote Sheet for Purchases

Please fill out completely. INCLUDE SHIPPING/FREIGHT CHARGES (obtain estimate on shipping if necessary)
Attach to requisition.

Requested By:

Department & Code:

1. Vendor:
Address:

Phone:
Federal ID Number:
Date:

Fax:

Contact Person:

Quantity	Item	Unit \$	Total \$
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Estimated shipping/freight cost
Total

2. Vendor:
Address:

Phone:
Federal ID Number:
Date:

Fax:

Contact Person:

Quantity	Item	Unit \$	Total \$
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Estimated shipping/freight cost
Total

3. Vendor:
Address:

Phone:
Federal ID Number:
Date:

Fax:

Contact Person:

Quantity	Item	Unit \$	Total \$
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Estimated shipping/freight cost
Total