TELEPHONE QUOTATION SHEET

Date: _____

NOTE: See back of sheet for pertinent information and instructions in obtaining telephone quotations. This sheet must be attached to warrant request.

NAME: _____ AGENCY: _____ DELIVERY DATE: _____ REQUISITION #: _____

	QTY.	ITEM	MINIMUM SPECIFICATIONS
#1			
#2			
#3			
#4			

VENDOR: _____ SALESPERSON: _____

PHONE: _____ DELIVERY DATE: _____

		UNIT PRICE
DESCRIPTION (to include brand and model #)	#1:	$
	#2:	$
	#3:	$
	#4:	$

VENDOR: _____ SALESPERSON: _____

PHONE: _____ DELIVERY DATE: _____

		UNIT PRICE
DESCRIPTION (to include brand and model #)	#1:	$
	#2:	$
	#3:	$
	#4:	$

VENDOR: _____ SALESPERSON: _____

PHONE: _____ DELIVERY DATE: _____

		UNIT PRICE
DESCRIPTION (to include brand and model #)	#1:	$
	#2:	$
	#3:	$
	#4:	$

AWARDED TO	COMMENTS	SIGNATURE	DATE

White Attach to Warrant Request
Yellow Agency