

Project/Event: _____

TELEPHONIC QUOTE FORM

Instructions; Purchases 1,500 and less per transaction. Three (3) telephone quotes must be obtained

VENDOR NAME							
Address							
City, State, Zip Code							
Telephone Number							
Contact Person							
Description of Item	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total

Date quote was obtained: _____

Print Name: _____ Signature: _____ Date: _____

Person Obtaining Quotations