Basic PDF RFQ Form



1.	REQUEST NUMBER						
2.	DATE ISSUED						
3.	PURCHASE REQUEST NUMBER						
4.	ISSUED BY						
5.	FOR INFORMATION, CALL						
6.	DELIVERY BY (DATE)						
7.	DELIVERY TERMS						
8.	SHIP TO (CONSIGNEE AND ADDRESS)						
Please furnish quotations to the issuing office on or before the close of business.							
9. PURPOSE							
10.	SCHEDULE (Include applicable Federal, State, Local Taxes)						
	ITEM NO. SUPPLIES/SERVICES			QUANTITY	UNIT	UNIT PRICE	AMOUNT
	DISCOUNT FOR PROMPT PAYMENT (%)						
	10 CALENDAR DAYS (%)						
	20 CALENDAR DAYS (%)						
	30 CALENDAR DAYS (%)						
	CALENDAR DAYS (%)						
	NAME AND ADDRESS OF QUOTER						
	SIGNATURE OF PERSON AUTHORIZED TO SIGN / NEGOT			TIATE			
	DATE OF QUOTATION						
	NAME AND TITLE OF SIGNER						
20.	PHONE NO.						
21.	21. TERMS AND CONDITIONS						

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