**Basic RFQ Template**

COMPANY NAME

*Request for Quote*

[Company] may use this form to obtain competitive quotes from vendors for project goods and services. This form is intended to assist [Company] in making any necessary decisions regarding contractors.

REQUESTOR

|  |  |
| --- | --- |
| REQUESTING COMPANY | Name |
| CONTACT NAME | Name |
| DATE | MM/DD/YY |
| EMAIL |  |
| PHONE |  |
| FAX |  |
| RETURN COMPLETED QUOTE TO REQUESTOR NO LATER THAN | MM/DD/YY AT 0:00 P.M. (EST) |

TO

|  |  |
| --- | --- |
| VENDOR NAME | Name |
| VENDOR EMAIL |  |
| VENDOR PHONE |  |

Vendors interested in bidding on this project are directed to review [Company] needs (detailed below) and provide a proposal to the requestor. All questions shall be directed to the contact provided above.

PROJECT DESCRIPTION

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*[Please provide as much information as possible for the vendor’s review.]*

PROJECT GOALS AND OBJECTIVES

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PROJECT BACKGROUND

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PROJECT TIMELINE

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PROJECT BUDGET

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SERVICES REQUESTED

Check as many as may apply.

|  |  |
| --- | --- |
| **X** | Service |
| **X** | Service |
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| **X** | Service |
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OTHER

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