

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)					
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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

11. DISCOUNT FOR PROMPT PAYMENT (%)	
12. 10 CALENDAR DAYS (%)	
13. 20 CALENDAR DAYS (%)	
14. 30 CALENDAR DAYS (%)	
15. CALENDAR DAYS (%)	
16. NAME AND ADDRESS OF QUOTER	
17. SIGNATURE OF PERSON AUTHORIZED TO SIGN / NEGOTIATE	
18. DATE OF QUOTATION	
19. NAME AND TITLE OF SIGNER	
20. PHONE NO.	
21. TERMS AND CONDITIONS	

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