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| 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** |  |  | |  |

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| **Description of Item** | **Qty** | **Unit Price** | **Total** | **Unit Price** | **Total** | **Unit Price** | **Total** |
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| Date quote was obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Person Obtaining Quotations |