



VENDOR QUOTE

UNIVERSITY OF NORTH ALABAMA OFFICE OF STUDENT ENGAGEMENT

Date: _____
Expiration Date: _____

You may complete this form to obtain a quote from a vendor. Required information includes:

1. Identify the salesperson or company contact with whom you spoke with name, phone number, and/or email
2. Identify whether the business accepts purchase orders with payment terms "within 30 days of receipt".
3. Identify if the business will exempt UNA from paying taxes

THIS SECTION [Salesperson/Contact]
MUST BE [Company Name]
COMPLETED [Street Address]
[City, ST ZIP Code]
[Phone]



SPONSORING ORGANIZATION	JOB DETAILS: (DATE NEEDED, TIME FRAME, NAME OF THE PROJECT OR EVENT, LOCATION)	PAYMENT TERMS
		Accepts Net 30 Purchase orders (yes) (no) <small>(vendors that do not accept net 30 purchase orders will not be approved)</small>



QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
Ex. 3hrs	Sound Equipment Rental starting 7pm 3/21/2016	\$100	(Quantity X Unit Price) \$300
Ex. 100	Purple T-shirts	\$5.00	\$500
Subtotal			
Sales Tax			\$0.00
Total			



Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

Please identify the type of correspondence you had with the contact from the company:

- Email
- Telephone
- In Person



Date of Correspondence [_____]