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 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 [______________]