

Insert Department Name Here

QUOTATION No.: Enter Quote #

DATE: Enter Quote Date

RETURN TO: Insert Your Name Here

PHONE No.: Your Phone Number Here



## REQUEST FOR QUOTATION

Insert Company Name Here

Insert Company Contact Name Here

Insert Company Address Here

City, State, Zip Code

FAX No. Company Fax Number

Email: Company Email Here

Email Address: Your Email Address Here

Please

Check One

- ☐ Small Business  
☐ Small Disadvantaged Business  
☐ Large Business  
☐ Other \_\_\_\_\_

Sourcing Information

- ☐ As defined in public Law 95-507 and Amendments there  
☐ 1. Manufactured by U.S. Corporation  
☐ 2. Assembled by U.S. Corporation  
☐ 3. Distributed by U.S. Corporation  
☐ 4. Services of a U.S. Corporation  
☐ 5. None of the above

QUANTITY	UNIT	DESCRIPTION	UNIT COST
Qty #	ea/lot	<p>All purchases made as a result of a supplier response will be governed by The University of Chicago Terms and Conditions <a href="#">Supplement to Purchase Order</a>. The selected supplier's terms of sale will be of no effect.</p> <p>Enter Description Here</p>	Enter Cost Here

Indicate mode of Transportation and name of carrier

\*Shipping charges

The Chicago Municipal Code requires that all electrical and/or appliance on which you may be quoting be tested and approved by Underwriters' Laboratories, Canadian Standards Assoc., or The Electrical Testing Labs Inc. If your product(s) DO NOT CONFORM, please check this box ☐. You will be advised by separate letter on a procedure to be followed.

Please submit your quotation on this form. It is due in this office no later than Insert the Quote Return, time and date here. Whenever possible, quote firm delivered prices on the material as listed and specified above. If Prices quoted are not firm, state conditions fully. Reference to a brand or trade name is for your information as to specifications desired, and your quotation should be based upon that quality, grade, or equivalent. The University of Chicago reserves the right to accept or reject all or part of any proposal submitted.

All purchases and/or rentals which may be made by The University of Chicago are exempt from taxes under the provisions of the Illinois Retailer's Occupation Tax Act, the Illinois Use Tax Act, the Illinois Service Occupation Tax Act (both state and local), the Illinois Service Use Tax Act under the Tax Exemption Identification Number: E9990-5280-05, the Chicago Transaction Tax, the Chicago Service Tax, and the Chicago Sales Tax under chapter 200.6, City of Chicago Municipal Code, to a corporation organized and operated exclusively for charitable, religious or educational purposes.

PAYMENT TERMS \_\_\_\_\_

\*PRICES WILL BE \_\_\_\_\_  
F.O.B DESTINTON Unless otherwise stated

SHIPMENTS CAN \_\_\_\_\_  
BE MADE IN DAYS

VENDOR PHONE \_\_\_\_\_

OFFICIAL \_\_\_\_\_  
SIGNATURE

TYPE NAME \_\_\_\_\_

DATE \_\_\_\_\_