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

QUOTATION No.: Enter Quote #
DATE: Enter Quote Date
RETURN TO: Insert Your Name Here
PHONE No.: Your Phone Number Here
Email Address: Your Email Address Here

Please Check One

☐ Small Business
☐ Small Disadvantaged Business
☐ Large Business
☐ Other

As defined in public Law 95-507 and Amendments there

Sourcing Information
☐ 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

Qty #      ea/lot      Enter Description Here

UNIT COST
Enter Cost Here

PAYMENT TERMS

*PRICES WILL BE F.O.B DESTINATION
Unless otherwise stated

SHIPMENTS CAN BE MADE IN DAYS

VENDOR PHONE

OFFICIAL SIGNATURE

TYPE NAME

DATE

All purchases made as a result of a supplier response will be governed by The University of Chicago Terms and Conditions Supplement to Purchase Order. The selected supplier’s terms of sale will be of no effect.

Enter Description Here

Enter Cost Here

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.