

**THE UNIVERSITY OF TEXAS AT TYLER
TELEPHONE OR FAX QUOTATION FORM**

DEPARTMENT REQUISITION NO.:	DEPARTMENT COST CENTER:
PERSON REQUESTING QUOTES:	DATE QUOTE REQUESTED:

ITEM NO.	DESCRIPTION	QUANTITY & UNIT	VENDOR A		VENDOR B		VENDOR C	
			UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION

<p><i>If total order amount including shipping is \$5,000 or less, only one (1) quote is required. If total order amount including shipping exceeds \$5,000 please contact the Purchasing Department for an official solicitation.</i></p> <p>COMMENTS:</p>	PAYMENT TERMS			
	SHIPPING TERMS (Default is FOB Destination)			
	DELIVERY DATE			
	VENDOR NAME			
	ADDRESS			
	CITY, STATE, ZIP			
	TELEPHONE NO.			
	FAX NO.			
	NAME OF PERSON GIVING QUOTE			
	EMAIL			
	VENDOR ID NO.			