

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
TELEPHONE QUOTE FORMS**

For Purchases Less Than \$25,000

Signature of Caller _____ Date of Quote _____

Budget Code _____ Required Delivery Date _____

Quote Close _____

GIVE A COMPLETE DETAILED DESCRIPTION OF SUPPLIES, EQUIP. NEEDED.

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL

(F.O.B. Destination)
Transportation Charges

TG VENDOR Company _____ Person Spoken To _____
 Address _____ Total Quote \$ _____
 _____ Delivery Date _____
 Telephone # _____ Preference/prompt pay _____%
 Evaluation Total _____ Awarded to: _____

ED VENDOR Company _____ Person Spoken To _____
 Address _____ Total Quote \$ _____
 _____ Delivery Date _____
 Telephone # _____ Preference/prompt pay _____%
 Evaluation Total _____ Awarded to: _____

OPEN MARKET Company _____ Person Spoken To _____
 Address _____ Total Quote \$ _____
 _____ Delivery Date _____
 Telephone # _____ Preference/prompt pay _____%
 Evaluation Total _____ Awarded to: _____

The dollar amount indicated refers to the whole order including freight.

IN THE EVENT THAT THE LOW QUOTE IS NOT ACCEPTABLE, INDICATE REASON BELOW.