Oregon State University

QUOTE REQUEST

QUOTE #:		**RETURN QUOTE BY:**	
QUOTE TITLE:		**REQUESTED DELIVERY DATE:**	

REQUESTED BY:		**DELIVER TO:**	
NAME:		DEPARTMENT:	
E-MAIL:		ADDRESS:	
TELEPHONE:		CITY, STATE ZIP:	

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Delivery is f.o.b. destination, prepaid and allowed. Shipping, freight and handling should be included in quoted prices.				**TOTAL**	
DELIVERY TIME AFTER RECEIPT OF ORDER:			**PRICES VALID THROUGH:**		

SPECIAL INSTRUCTIONS:	**SUPPLIER INFORMATION:**	
1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. 2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Suppliers may submit quotes for substantially equivalent products unless OSU provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OSU. 3. Suppliers must clearly identify substitute products with brand name and model number. 4. Only OSU may approve changes in any way to the request. 5. OSU reserves the right to purchase by item, partial or whole lots, groups of items or entire quote, whichever is in the best interest of OSU.	COMPANY:	
	ADDRESS 1:	
	ADDRESS 2:	
	CITY, STATE, ZIP:	
	CONTACT NAME:	
	E-MAIL:	
	TELEPHONE:	
	SUPPLIER SIGNATURE: *By signature below the undersigned certifies that they are authorized to act on behalf of the supplier and will comply with all aspects of the quote herein.*	
	SIGNATURE:	
	NAME/TITLE:	