

QUOTATION REQUEST

NOT AN ORDER

Date:

QUOTATIONS DUE BY:

Ship to: Chadron State College

- 1000 Main Street
- Chadron, NE 69337
- Attn:
-

AGENCY REQUISITION NO.

FOR ADDITIONAL INFORMATION CONTACT:

DELIVERY DATE DESIRED:

INSTRUCTIONS TO BIDDER--READ CAREFULLY

- Quotations must be in ink or typewritten
- Quote firm prices **F.O.B. Destination** the above delivery address
- To be valid quotations must be manually signed
- Failure to enter delivery date may cause quotation to be rejected
- **Chadron State College reserves the right to reject any and all bids**

Payment terms of less than thirty (30) days will not be considered as part of the quotation

Provide manufacturer trade name and number of all items

Exceptions and alternates must be stated and explained

Return one copy in enclosed envelope by bid opening date and time stated above

The College may request that payments be made electronically instead of by State warrant.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT

BIDDER COMPLETE THE FOLLOWING

FIRM

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

Bidder agrees to deliver the above items in accordance with the conditions stated, within _____ days after receipt of order on the following payment terms _____% _____ days; provided this quotation is accepted within _____ days.

sign here



DATE