



*“What We Do Here Shapes The World”*

**TELEPHONE QUOTATION FORM**

(For purchases less than \$5,000)

Follow the outline given below when calling vendors for quotes. Have definite specifications and read them exactly the same for each call being made.

Suggested Request: “Hello my name is \_\_\_\_\_, and I represent the Los Fresnos School District in Los Fresnos Texas. I am requesting competitive quotes on certain items from your company. Please give us the lowest school price that is available. The items are ...”

Always get the representative’s name. This form must be turned in to the Purchasing Office after requisition has been entered into the system.

VENDOR 1

VENDOR 2

VENDOR 3

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Quote Deadline

\_\_\_\_\_  
Quote Deadline

\_\_\_\_\_  
Quote Deadline

**Quotations:**

Item	Description	Price	Qty.		Description	Price	Qty.		Description	Price	Qty.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

\_\_\_\_\_  
Signature of Principal or Representative