Guidelines for Obtaining Quotes

When contacting firms for quotes be sure to:

- Inform the firm that you are seeking written quotes.
- Explain exactly what you want to buy from the firm and when you want or need it by.
- Provide a date and time the quote is due back to you. Be certain that the firm knows exactly when and where to send the quote and how you want it sent (i.e. via email, fax, etc.)
- Request firm include the following information in the quote:
  1. A brief description of each item desired
  2. Part numbers (if applicable)
  3. The delivery date
  4. Start and completion dates (if applicable)
  5. Any delivery, freight, set-up charges, etc.
  6. The total price for the desired goods or services

When making phone calls to request a written quote, be certain to document the following in writing:

1. The name of the firm
2. The name, date, and time of person contacted at the firm
3. The firm’s ability and willingness to provide the desired goods or services