

## Documentation of Verbal Quote

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

Date \_\_\_\_\_

Name of person giving quote \_\_\_\_\_

Scope of work/description of goods \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of quote \_\_\_\_\_

Printed Name of person receiving quote \_\_\_\_\_

Signature of person receiving quote \_\_\_\_\_

Department \_\_\_\_\_

Purchasing Department Approval \_\_\_\_\_

Date