

CITY OF ASHLAND

Verbal Quote Form

A clear and complete description of the item(s) including make, model, color, size, etc., is required. If specifications are necessary, such information must be included. Attach additional pages as necessary.

DESCRIPTION OF ITEM(S) FOR QUOTE:

EMPLOYEE SIGNATURE: _____ DATE: _____
 (Signature of Employee obtaining quotes)

	VENDOR NAME (complete name required)	VENDOR TELEPHONE NUMBER	DATE QUOTE TAKEN	VENDOR PRICE QUOTE
1.				
2.				
3.				
4.				
5.				

COMMENTS: _____

