|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STATE OF HAWAIISMALL PURCHASE WRITTEN QUOTATIONS | | | | | | | | |
| 1. Date: |  | | |  | | | | |
| 2. Company: | |  | | | 3. Phone/fax No. |  | / |  |
| 4. Address: | |  | | | 5. City/State/Zip: |  | | |
| 6. Vendor Representative: | | |  | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. **PROVIDE A QUOTATION for the following good/service/construction** (Describe or  see attached specifications): | | | | | | | | | | | | | | |
| 8. **QUOTATION REQUESTED BY** ( mail  e-mail  fax this  quotation by | | | | | |  | | **,** |  | | to the following): | | | |
| (date) | | (time) | |
| 9. Dept/Agency | |  | | | | | | | | | | | |  |
| 10. Address |  | | | 11. City/State/Zip Code: | | | | | |  | | | |
| 12. Contact Person | | |  | | 13.Phone/fax No | |  | | | | | **/** |  |
| 13A.e-mail | | | | | | | | | | | | | | |

============= VENDOR TO COMPLETE ITEMS 14 THROUGH 25 BELOW ==============

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14. Item No. | 15. Description of Item | 16.  QTY | 17. UNITPRICE | 18. TOTALPRICE |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 19. Additional information or terms (i.e. delivery time, warranty period, etc.): | | | 20. Shipping/  Handling |  |
| 21. State Tax |  |
| 22. TOTAL  SUM PRICE |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23. Quote No. |  | | 24. Price(s) shall remain firm for |  | days. | |
| 25. Vendor Representative: | | |  |  |  |  |
|  | | Title: | Signature |  | Date | |