|  |
| --- |
| 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. UNIT PRICE  | 18. TOTAL PRICE |
|       |       |       |       |   |
|       |       |       |       |   |
|       |       |       |       |   |
| 19. Additional information or terms (i.e. delivery time, warranty period, etc.):        | 20. Shipping/Handling |       |
|  21. State Tax |       |
|  22. TOTALSUM PRICE |   |

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