

# Bid Information Form

Item or service in bid: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Quantity: \_\_\_\_\_ Details: \_\_\_\_\_

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Vendor/Supplier: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Web Address: \_\_\_\_\_ E Mail \_\_\_\_\_

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Unit Price: \_\_\_\_\_ Total Bid Price (including delivery/installation): \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Warranty: \_\_\_\_\_

Terms: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accepted / Declined by : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_