



Business office
1 University Place, 4th Floor
Irvington, New Jersey

APPENDIX- G

QUOTATION REQUEST FOR SERVICES



Title of Quotation:

Quotation Due Date:

Weekday, Month, Year

Reggie Lamptey, CPA
Assistant Superintendent for Business/Board Secretary

Business Office
1 University Place, 4th Floor
Irvington, NJ 07111



Quotation Form – Services

Quotation Due Date _____
Weekday, Month, Day, Year

Purpose of Quote

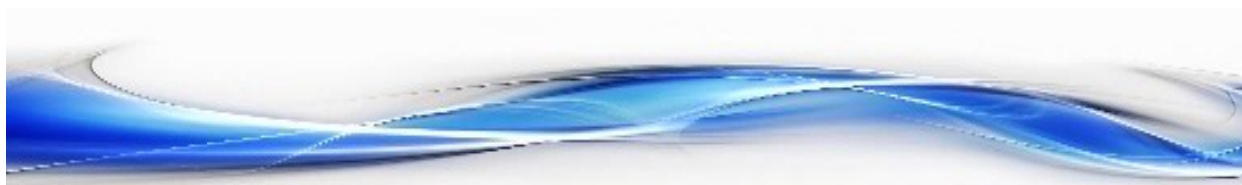
The Irvington Board of Education is soliciting quotes for the following service(s):

Vendor Proposal/Quote

I/We hereby submit the following quotation(s) as per the above specifications.

Name of company

Please provide a clear and detailed statement of the work to be provided and a breakdown of the cost. (Attach additional sheets if necessary)





Quotation Form – Services (Continued)

I/We hereby submit the following quotations as per the attached specifications.

Name of company _____

Address _____

City, State, Zip _____

Phone No. _____ Extension _____

Fax No. () _____ E-Mail _____

E-Mail Address _____

Authorized Agent _____ Date _____

Agent's Signature _____ **Date** _____

Optional

Please put our company's Quote Number _____ on all purchase orders to ensure correct pricing.

All quotations must be received no later than _____.
Weekday, Month, Day, Year

This quotation is to be sent to:

Name & Title _____

Address: _____

City/State/Zip: _____

Phone #: _____

Fax: _____

