Request for Quote/Bid

QUOTE #: _____

DATE: _____

Town of Gay, GA

PO Box 257
Gay, GA 30218
706-538-6097
706-538-1444 fax

Business/Individual: _____ Contact: _____

Address: _____ Phone: _____

_____

CITY CONTACT	JOB	PAYMENT TERMS	PROJECT DATE	QUOTE DUE DATE

LINE-ITEM DESCRIPTION (SEE BACK FOR REQUEST DETAILS)	LINE TOTAL
Subtotal	
Sales Tax	
Total	

Submitted by: _____ (Signature) Date: _____

Work order prepared by:_____

This is a quote for work on the goods and jobs named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the final bid. All bids are reviewed by the city/city council for approval and contractor will be notified of status.

Acceptance of this quote or bid, city official signature: _____ Date: _____

THANK YOU FOR YOUR BUSINESS!

QUOTE/BID DETAILS