



**Request for Formal Quotation  
Summary Form**

**PLEASE RETURN FORM TO THE BUSINESS OFFICE**

The Middletown Board of Education is requesting quotations for the following item(s). This quote must be received back by \_\_\_\_\_ to be considered. **All questions concerning this quote should be directed in writing to:**

\_\_\_\_\_ State Contract # \_\_\_\_\_

**PLEASE FILL IN ALL BLANKS AND SIGN THIS FORM IN THE DESIGNATED AREA**

Vendor Name:	Address:
Contact Person:	Telephone Number:
	Signature:

Item #	Qty	Unit	Item Description	Unit Price	Total Amount

**Awarded vendor shall be required to provide a certificate of insurance prior to the execution of the contract document.**

Special Instructions Specific to Purchase (Installation, Removal of Previous Equipment, Prepping of Area, etc.) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All items should be delivered FOB, The Middletown Board of Education to that location specified on the purchase order and shall be an inside delivery.

Delivery Time: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

<b>Sub Total</b>	
<b>Freight **</b>	
<b>Total Amount</b> (Sales Tax Non Applicable)	

**\*\* Prices quoted are to be freight included, or firm freight amount is to be listed. \*\***

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

PRICES QUOTED ARE FIRM FOR \_\_\_\_\_ DAYS.

THE BOARD OF EDUCATION IS NOT RESPONSIBLE FOR FAXED ITEMS NOT RETURNED ON TIME.