***Bryant University Verbal Quote Form***

*(For purchases over $5,000 and less than or equal to $10,000)*

Item to be Purchased (Be as specific as possible)

|  |
| --- |
| Click here to enter text. |

Quantity needed: Enter Quantity Here

Date Needed: Click here to enter a date.

|  |  |
| --- | --- |
| Supplier Name: | Enter Supplier Name Here |
| Supplier Contact Name: | Enter Supplier Contact Name Here |
| Supplier Contact Phone or e-mail: | Enter Supplier Phone or Email Here |
| Price Quote: | Enter Supplier Price Here |

|  |  |
| --- | --- |
| Supplier Name: | Enter Supplier Name Here |
| Supplier Contact Name: | Enter Supplier Contact Name Here. |
| Supplier Contact Phone or e-mail: | Enter Supplier Phone or Email Here |
| Price Quote: | Enter Supplier Price Here |

|  |  |
| --- | --- |
| Supplier Name: | Enter Supplier Name Here |
| Supplier Contact Name: | Enter Supplier Contact Name Here |
| Supplier Contact Phone or e-mail: | Enter Supplier Phone or Email Here |
| Price Quote: | Enter Supplier Price Here |

Is the chosen supplier in our database with a valid W-9? If no, please obtain a W-9.

Does the chosen supplier have an up-to-date Insurance Certificate on file at Bryant University? If no, please obtain.