

LAKE STEVENS SCHOOL DISTRICT  
INFORMAL VENDOR QUOTATIONS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Item(s): Specifications:
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	Vendor 1	Vendor 2	Vendor 3
Date of Contact:			
Company Name:			
Address:			
Contact Name, Title:			
Phone:			
E-Mail:			
Delivery:			
Terms:			
Item:			
Brand:			
Product #:			
Quantity <sup>1</sup> :			
Unit Price <sup>2</sup> :			
Total Price <sup>1x2</sup> :			
Item:			
Brand:			
Product #:			
Quantity <sup>1</sup> :			
Unit Price <sup>2</sup> :			
Total Price <sup>1x2</sup> :			

**Note:** For federal funding, attach written confirmation of verbal quotations (e-mail, signed quote, etc.)

	Vendor 1	Vendor 2	Vendor 3
Item:			
Brand:			
Product #:			
Quantity <sup>1</sup> :			
Unit Price <sup>2</sup> :			
Total Price <sup>1x2</sup> :			

*Note: For federal funding, attach written confirmation of verbal quotations (e-mail, signed quote, etc.)*

Vendor Selected:
Reason for Vendor Selection:
<input type="checkbox"/> Lowest Price <input type="checkbox"/> Best Quality <input type="checkbox"/> Best Delivery <input type="checkbox"/> Best Service <input type="checkbox"/> Best Design