

Purchasing Exhibit
Verbal Quotation - Telephone Log

Date Called: _____

Item or Service Desired: _____

	Vendor Name	Vendor Representative Name	Quantity	Unit Price	Shipping (if applicable)	Total Quote
1	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____