

Quotation Template

ITEM #	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT (EA, SET, etc.)	UNIT PRICE	TOTAL COST
0001	VENUE	XX	EA	\$XX	\$XX
0002	MEALS/SNACKS	XX	EA	\$XX	\$XX
0003	AV/IT EQUIP	XX	SET	\$XX	\$XX
0004	LODGING	XX	EA or RM	\$XX	\$XX
0005	PRINTING/SUPPLIES	XX	EA or SET	\$XX	\$XX