



REQUEST FOR QUOTATION

Quotation No. _____

To	
Company	_____
Mr/Mrs/Ms	_____
Fax No.	_____

From	
Mr/Mrs/Ms	_____
Sch/Fac/Dept	_____
Tel No.	_____
Fax No.	_____

Description of Goods or Service	Quantity	Currency	Unit Price	Total Price

Supplier Representative: _____	Signature: _____	Date: _____
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Delivery Date: _____
Payment Terms: _____

Comments: _____ _____

<p>Terms and Conditions of Quotation:</p> <ol style="list-style-type: none"> Offers are invited for the goods or services shown above for delivery to UNSW Offers may be made for all or any number of items UNSW reserves the right to treat each item as a separate contract. The lowest, or any offer will not necessarily be accepted Offers will not be considered after any closing date and time specified on this form by UNSW Where imported goods are offered, all costs such as freight and insurance must be shown. Relevant illustrated literature should be attached and the country of origin stated Where imported goods are offered, if the quote is based on a fluctuating exchange rate, this must be stated Where electrical apparatus is offered, the equipment must conform to the AS/NZS 3100, AS/NZS 3820 and AS/NZS 4417 standards or equivalent for overseas purchases Please note that the UNSW Purchase Order Terms and Conditions at http://www.finance.unsw.edu.au/ also apply to this quotation

<p>Return of Quotation</p> <p>If this quotation is required to be lodged in the UNSW Quotation Box, it is located in the Reception, Financial Control, Level 2, The Chancellery Building, Gate 9 High St, Randwick NSW 2052.</p>
