

Record of Quotations Received Document

Quotation Title:			
Department:		Office:	
Requirement Owner:		Buyer:	
Quotation Issued Date:		Quotation Return Date (QRD):	
Reference:			

The above information, together with the names of all suppliers, is to be completed before the opening of quotations.

	Quotes Invited By	Quotes Received by QRD – Yes/No	Late Quote Yes/No
1.			
2.			
3.			
4.			
5.			
6.			

Quotations opened in the presence of		
Signatures		
Names (Block Caps)		
Date		