UNIVERSITY OF
CENTRAL OKLAHOMA

REQUEST FOR PRICE QUOTATION (RFQ)

TO: _____
ATTN: _____
PHONE: _____
FAX: _____
EMAIL: _____

FROM: _____
ATTN: _____
PHONE: _____
FAX: _____
EMAIL: _____

Request Date: _____

Reference #:_____

Quote Due No Later Than:_____

IF YOU CHOOSE NOT TO PROVIDE A QUOTE, PLEASE CHECK HERE ___, AND FAX TO THE NUMBER ABOVE. Please indicate your reason for declining to quote in the Scope of Work section below.

Please provide firm pricing and delivery information on the following goods and/or services. Please note the following when providing this pricing and delivery quotation.

1. **All pricing must be inclusive of any and all shipping, handling, installation and delivery charges, including travel expenses, unless this request for quotation indicates otherwise.**
2. **All products must be quoted F.O.B. Destination, which will be UCO, Edmond, OK unless otherwise indicated.**
3. **Unless otherwise stated, all purchases resulting from acceptance of this quotation are subject to the UCO Purchase Order Standard Terms & Conditions located at: http://administration.ucok.edu/purchasingpayables/s/solicitation_documentation.htm**

SCOPE OF WORK AND/OR GOODS REQUIRED (Please provide Brand/Manufacturer/Model Number as necessary). If additional space is needed please attach additional pages as necessary.