Proposer Order Information

Company Name: _____ **Email:** _____

Representative Name: _____ **Phone #** _____

Note: This form must be included with this proposal and saved to disk. All information requested must be complete, including individual categories from the same manufacturer that may ship from different locations. List categories on separate line that require separate purchase order.

Vendor Name	Manufacturer Name	Product Category(s)	Ship From: City/State	Lead Time: Calendar Days	Unload Truck Responsibility		Minimum Order				Require Separate
					Hauler	HCSD Wareh	Ea.	Case	$	Weight	Yes/No
Example: Company A	HON	Filing Cabinets, Computer Tables	Forrest Park, GA	21 days	X		50				No
Example: Company B	Sharp	Fax Machine	Lincolnshire, IL	10 days		X			500.00		Yes

Comments:	

Return with complete RFP packet