QUANTITY QUOTE FORM

The bid professionals at The Library Store are here to help you get the best value possible on your large purchases or special projects. **Call** us today at **800-603-3536**, **email** us at **"quotes@thelibrarystore.com"**, or fill out the following form and **fax** it to **800-320-7706**.

1. BILLING INFORMATION

Customer Number _____ Street or P.O. Box _____

Name _____ City _____ State ___ Zip _____

Title _____ Phone ___-___-___ FAX ___-___-___

Department _____ E-mail _____

Organization _____ ☐ Check here if you DO NOT want to receive e-mail promotions & offers.

2. SHIPPING INFORMATION *(Complete only if different from BILLING INFORMATION)*

Customer Number _____ Street (No P.O. Boxes) _____

Name _____ City _____ State ___ Zip _____

Title _____ Phone ___-___-___ FAX ___-___-___

Department _____ E-mail _____

Organization _____ ☐ Check here if you DO NOT want to receive e-mail promotions & offers.

3.

TLS Item Number	Manufacturer/Competitor Item Number	Quantity	Description	Color/Style

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4. ADDITIONAL INFORMATION

DELIVERY

Desired delivery date: _____

Do you have a loading dock? ○ YES ○ NO

Do you require inside delivery? *(inside first set of doors)* ○ YES ○ NO

Will staff be available to assist driver? ○ YES ○ NO

Is this for budget purposes? ○ YES ○ NO

PRICE QUOTE

Quote prices firm for: ○ 30 days ○ 60 days *(default)* ○ 90 days ○ other _____ *(If a year's supply is needed)*

Include freight charges: ○ as a separate line ○ in itemized prices

Quote due date: _____

How would you like to receive the quote? ○ fax *(please provide)* ○ email *(please provide)*

5. NOTES

If you have any other information pertaining to your quote, please include it here.

Thank you! Your satisfaction is 100% guaranteed!

Email form to quotes@thelibrarystore.com

thelibrarystore.com **T** 800.548.7204 **F** 800.320.7706 P.O. BOX 0964, TREMONT, IL 61568-0964