

## Small Purchase Request for Quotation

All pages **MUST** be returned with Quote

**Return Completed Quotes To:**

Contact:	Phone:	
Department Name:	Fax:	
Address:	Email:	@hgtc.edu
City:	RFQ #:	
State:	Return By:	ET (Date & Time)
Zip:		

ALL QUOTES MUST INCLUDE FREIGHT/SHIPPING: FOB HGTC freight included. Terms and Conditions located at <https://www.hgtc.edu/purchasing> apply to all quotes and supersedes Supplier's Terms and Conditions. All items will be awarded to one supplier, unless noted otherwise.

Supplier Contact Name:	Supplier Phone:
Supplier Name:	Supplier Fax:
Special Shipping Requests:	
Must be Delivered By:	

**TOTAL AMOUNT**

\$

(Including Shipping/Freight, do NOT include sales tax)

See attached sheet for details of Quote

**This section MUST be completed by the supplier:**

Authorized Signature:	Printed Name:	Date:
Company Name:	Phone Number:	SSN/Federal Tax ID:
Mailing Address:	City:	State: Zip:

**Conflict of Interest:** Do you have any relatives employed with Horry Georgetown Technical College? Yes ☐ No ☐ If yes, please provide name(s) below:

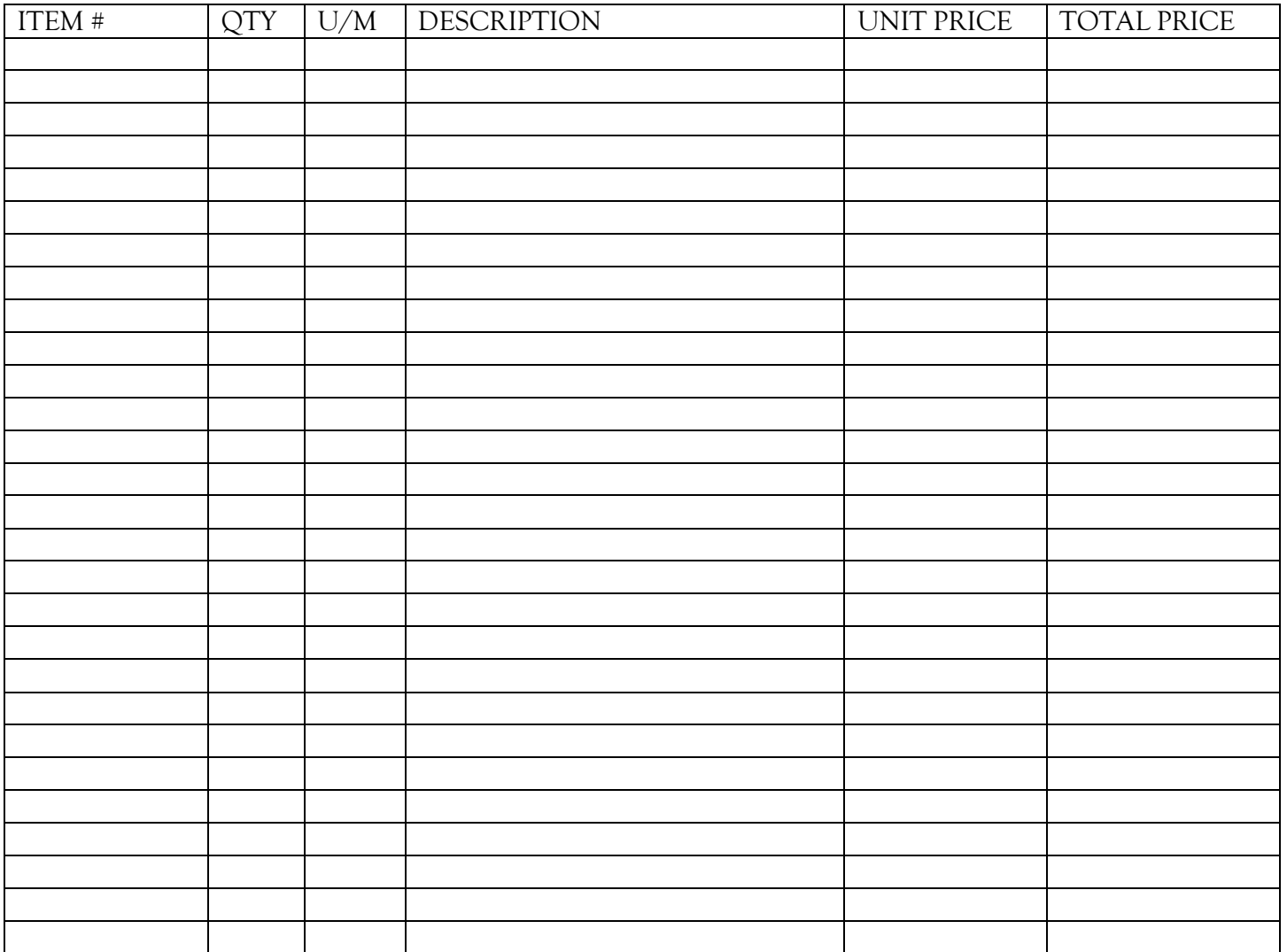
Name:	Name:
Relation:	Relation:

Supplier's Best Delivery Date:	Days	Supplier Discount Terms:	%	Days
	<input type="checkbox"/>		<input type="checkbox"/>	

Do you collect SC Sales Tax? Yes ☐ No ☐

If awarded this bid, I will comply with the Workman's compensation and other insurance requirements as noted in the Terms and Conditions located at <https://www.hgtc.edu/purchasing>

☐ Yes ☐ No



TOTAL AMOUNT \$
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