

Direct Office Furniture Vendor Quote Sheet

Compare direct supplier quotes and delivery terms.

Quote comparison

Supplier	Item	Unit price	Qty	Delivery	Total
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$

Purchase terms

<input type="checkbox"/> Return policy confirmed	<input type="checkbox"/> Assembly included
<input type="checkbox"/> Bulk discount requested	<input type="checkbox"/> Warranty in writing
<input type="checkbox"/> Delivery window confirmed	<input type="checkbox"/> Damage process documented
Final decision notes	