

Example of a project quote that will result in an information request

QUOTE	
Company Name	INVOICE # NO. DATE:
EXPIRATION DATE DATE	

TO:

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Retrofit lighting upgrades		17,500
SUBTOTAL			
SALES TAX			
TOTAL			

- Does not include the facility address or applicant company name
- Does not include a date
- Does not provide full model numbers
- Does not contain quantities of individual fixtures or equipment
- Does not differentiate between material, labour, and disposal costs