**REQUEST A QUOTE FORM**

**Personal information**

Company name: Doe Construction Ltd.

Name: John Doe

Company address, zip code: Westburg Street 33

Personal address: Southbend 13

Email: doe.john@email.com

Phone: 01 336 997

**Project information**

Current date: 1.6.2019

Starting date:1.12.2019

Proposed deadline: 1.10.2020

**Quotation**

Item #: here you input the item number found on the company’s website if you’re looking for something specific. Or, the company will add the time number. This depends on the form itself.

**Description:** Describe the item.

**Quantity:** Number of items you want

**Project outline**

Partners: Any possible partner company you are working with. For example – Clear Construction co.

**Budget**

Here you input your proposed budget for the project. If you have the funds allocated just put in something like $3000 000, if not just put in

**External funding:** If you are being funded by the government, or private investor, put that here. For example: Chicago City Council.