



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

\* Indicates required information

Organization\* \_\_\_\_\_ Contact Name\* \_\_\_\_\_
Address\* \_\_\_\_\_ Account No. \_\_\_\_\_
Phone\* \_\_\_\_\_
Fax \_\_\_\_\_
City\* \_\_\_\_\_ E-mail\* \_\_\_\_\_
State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

2

SHIPPING INFORMATION

Check if same as Billing Information

Organization\* \_\_\_\_\_ Contact Name\* \_\_\_\_\_
Address\* \_\_\_\_\_ Account No. \_\_\_\_\_
Phone\* \_\_\_\_\_
Fax \_\_\_\_\_
City\* \_\_\_\_\_ E-mail\* \_\_\_\_\_
State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

3

Table with 5 columns: TLS Item Number, Manufacturer/Competitor Item Number, Quantity, Description, Color/Style. Multiple empty rows for data entry.



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.

[Empty rectangular box for notes]

*Thank you!  
Your satisfaction is  
100% guaranteed!*