




**SUMMARY**

Subtotal: \_\_\_\_\_  
 Tax: \_\_\_\_\_  
 Shipping/Freight: \_\_\_\_\_  
 Total Amount: \_\_\_\_\_

**TERMS & CONDITIONS**

Payment Terms: \_\_\_\_\_  
 Delivery Terms: \_\_\_\_\_  
 Warranty Terms: \_\_\_\_\_  
 Return Policy: \_\_\_\_\_  
 Other Terms: \_\_\_\_\_  
 \_\_\_\_\_ : \_\_\_\_\_  
 \_\_\_\_\_ : \_\_\_\_\_

**APPROVAL**

Requested By: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Budget Code: \_\_\_\_\_  
 Account Code: \_\_\_\_\_

**VENDOR ACCEPTANCE**

Accepted By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Expected Delivery Date: \_\_\_\_\_