

**UNIVERSITY OF ILLINOIS**

Request for Quote Form

**College/Department Information**

College/Department:

Date:

Primary Contact (Individual requesting services):

Address:

Phone:

E-Mail:

**Firm Information**

Name of Firm:

Contract Number:

**Service Category (Do not abbreviate category title or position title)**

Category Title:

Position Title:

Task Order Description (scope of project):

Desired Start Date:

Desired End Date:

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**Proposal Information** (To be completed by firm after department chooses candidate, and returned to Primary Contact within three business days.)

Project Start Date:

Project End Date:

Estimated Number of Hours:

Hourly Rate:

Estimated Travel for project:

Total Cost: \$

(Number of hours multiplied by hourly rate plus estimated travel.)

Number of invoices per project:

(Note: Firm must indicate number of invoices for project, billing no more frequently than monthly.)

Scope of Service/Personnel assigned, including job titles, as appropriate: (attach detail, if necessary)

**Proposal submitted by:**

Name:

Address:

Phone:

E-Mail:

Signature:

Date:

This Request for Quote form or any attachments, exhibits or additional documents are not intended to and shall not change, add, delete, or modify terms incorporated in the contract referenced above. The purpose of the Request for Quote form is to further specify project details covered under the original scope of services approved by the Board of Trustees of the University of Illinois. Such details may include but not be limited to deliverables, personnel assigned and tasks to be performed.

**NOTE: The Request for Quote form is not an authorization to begin services nor is the University under any obligation to pay for services outlined in the Request for Quote form. Services can only begin after the firm has received a Purchase Order.**