| **Completed by:** | | |  | | | **Date completed:** | | |  | | | | |
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|  | **Vendor 1:** | | | **Vendor 2:** | | | | | | **Vendor 3:** | | | |
| **Name:** |  | | |  | | | | | |  | | | |
| **Address:** |  | | |  | | | | | |  | | | |
| **Contact:** |  | | |  | | | | | |  | | | |
| **Phone:** |  | | |  | | | | | |  | | | |
| **Fax:** |  | | |  | | | | | |  | | | |
| **Terms:** |  | | |  | | | | | |  | | | |
| **Delivery:** |  | | |  | | | | | |  | | | |
| **Specifications:** | | | | | | | | | | | | | |
| **Item** | | **Description** | | **Quantity** | **Vendor 1** | | | **Vendor 2** | | | | **Vendor 3** | |
| **Unit Price** | | **Total Price** | **Unit Price** | | | **Total Price** | **Unit Price** | **Total Price** |
|  | |  | |  |  | |  |  | | |  |  |  |
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