

# Vendor Quotation Verification Sheet

## 1. Vendor Information

Vendor Name	
Contact Person	
Phone/Email	
Quotation Reference No.	
Date Received	

## 2. Quotation Details

Item Description	Qty	Unit Price	Total Price	Remarks

## 3. Verification

Checked By	
Date Checked	
Comments	
Approval Status	<div></div>

Verified By:

Approved By:

Date:

(Name & Signature)

(Name & Signature)