

REQUEST FOR QUOTATION
WEST TEXAS A&M UNIVERSITY

Date _____

From: _____
Department Title

_____ *Account Number for Project Billing, MUST BE PROVIDED*

Contact: _____
Contact Persons name

_____ *E-Mail*

To: **Physical Plant**

Please quote cost to complete the project described below, or attached itemizing labor and materials:

Please select REASON for needed work / renovation requested:

Requested – Department Head	Request Reviewed – Senior Administrator
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