|  |  |
| --- | --- |
| To: ToAddr\_Companyl | Due Date: **Due Date** |
| ToAddr\_AddrBlock |  |
| Attn: ToAddr\_Person |  |
| Project: DocHeader\_title |  |
|  |  |

Quotes shall be returned to ProjectCompanyAddr\_Company. on or before the above due date to allow for the opportunity to evaluate the quote and issue a written Commitment Change Order.

The purpose of this Request for Quote is to establish the associated cost and contract time change only, if any, and does not authorize the incorporation of the information herein into the current Contracted Work.

**Scope of this Request for Quote:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **UOM** | **Quote** |
| ItemNo | Item Description | Quantity | UOM |  |

Very truly yours,

FromAddr\_Person

FromAddr\_Title

e-mail replies to: FromAddr\_Email