

**REQUEST FOR QUOTES SUMMARY SHEET**

**New Design and Combining of Two Existing Websites**

*All items below require responses in writing on this form*

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| --- | --- |
| Agency Name: | |
| Contact Person: | Title: |
| Phone: | FAX: |
| Email: | |

|  |  |  |
| --- | --- | --- |
| **Service** | **Provided By Vendor** | **Price** |
| Website Design | Yes / No |  |
| Website Hosting | Yes / No |  |
| Staff Training | Yes / No |  |
| Website Maintenance | Yes / No |  |
| Website Content Feed to site & social media | Yes / No |  |

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| --- |
| List the addresses of 3 websites your company has designed: |
| List your turnaround time for website content feeding and for maintenance, post notification: |
| List your timeline for completion of the proposed project: |
| List your project payment schedule: |

The vendor certifies that the information provided in this quote is correct to the best of his / her knowledge and belief and the submitting of this quote has been duly authorized.

|  |  |  |
| --- | --- | --- |
| Signature of Authorized Representative |  | Date |