University of Chichester

College Lane,

Chichester,

West Sussex

PO19 6PE

Request for Services

Date: [date request is valid from]

Requested from: [Name of Supplier]

Supplier ID: [UoC Reference]

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Unit Price | Line Total |
| [Quantity and unit(s)] | [Description of service] | £[XXX] | £[XXX] |
| [Quantity and unit(s)] | [Description of service] | £[XXX] | £[XXX] |
| [Quantity and unit(s)] | [Description of service] | £[XXX] | £[XXX] |
|  |  |  |  |
|  | Fees stated for the supply of the above service(s) include any expenses incurred their provision unless otherwise stated. |  |  |
|  |  |  |  |
| Subtotal | £[XXX]  |
| VAT@20% | £[XXX]  |
| *Quotation prepared by: [name]* | Total | **£[XXXX]**  |

This request and any work done is subject to the University of Chichester standard terms and conditions of purchase (attached). To accept this request, please sign below and where indicated on the attached terms and return to [name or address].

|  |  |
| --- | --- |
| Signed for and on behalf of **[name of supplier]** |  |
| Name: |  |
| Title: |  |
| Date: |  |

Thank you for your support!

|  |  |  |
| --- | --- | --- |
| OFFICE USE ONLY | ACCEPTED ON BEHALF OF UoC: |  |