

QUOTE COMPARISON SHEET

Line up three quotes side by side before the committee decides.

JOB

SCHEME

DATE COMPARED

SPENDING LIMIT THAT APPLIES (COMMITTEE / GENERAL MEETING)

CHECK	QUOTE 1	QUOTE 2	QUOTE 3
Contractor name			
Total price (inc GST)			
Scope matches our brief?			
Itemised?			
Licence checked on the state register			
Insurance certificate supplied			
Warranty offered			
Start date / duration			
Quote valid until			
Exclusions			
Deposit or payment terms			
References or past work seen			
Conflict of interest declared?			
Notes			

RECOMMENDATION AND REASONS

DECISION

☐ Quote 1
 ☐ Quote 2
 ☐ Quote 3
 ☐ Get more quotes
 ☐ Refer to general meeting

PREPARED BY

CHECKED BY

DATE