



DESERT BUSINESS MACHINES, INC.

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SERVING THE
BUSINESS
COMMUNITY
SINCE 1973

REQUEST FOR SUPPLIES QUOTE FORM

(1) CUSTOMER INFORMATION

NAME: _____

CONTACT: _____

ADDRESS: _____

CITY, ZIP: _____

TEL/EXT: _____

FAX#: _____

E-MAIL: _____

(2) TERMS & SHIPPING INFORMATION

(DBM INTERNAL USE ONLY-PLEASE LEAVE BLANK)

QUOTE DATE: _____

CREDIT APPT ON FILE: _____ (y/n)

TERMS: _____ FOB: _____

SHIPPED VIA: _____

SHIPPED DATE: _____

PROCESSED BY: _____

ITEM	ITEM PART#	(3) ITEM DESCRIPTION (toner, drum, ribbon etc.)	PRICE EA.	QTY	EXT PRICE

INSTRUCTIONS FOR FILLING OUT EACH SECTION OF THIS QUOTE FORM

(1) CUSTOMER INFORMATION -Please fill out this section completely, should we have any questions and need to contact you. This will also insure that your quote will be returned directly to you.

(2) TERMS & SHIPPING INFORMATION - This section is for DBM internal use and will advise you about your terms and shipping information. If you are a new customer to DBM and would like "Open Account" terms, just contact our supply department and they will send you a credit application. Our standard O/A terms are Net 30 days. (Subject to approval by DBM credit department)

(3) ITEM PART#/ITEM DESCRIPTION - Please be sure to supply us with as much information as possible. If you don't have a part# available, be sure to list the equipment model number and brand. DBM also carries supplies for IBM/Lexmark typewriters.

HAVE QUESTIONS? CALL DIRECT TO OUR SUPPLY DEPARTMENT @ 760-346-4067

PRINT, FILL OUT AND FAX THIS "QUOTE FORM" BACK TO 760-346-1944

Be sure to visit our company website - www.desertbiz.com