

Document Control**This revision adopted** October 2025**Meeting minute:** 2025.10.11**Next review date:** October 2026**Old Buckenham Parish Council**

Quotation approval

Quotation raised by: _____ Date: _____

Services / product description:

_____Brief description of why services / product is required:

Please enter THREE quotations: including Company, Inc or Ex V.A.T., Product code No (if applicable). Delivery times and/or Dates for Services to start and finish work

Quotation 1: _____

Quotation 1 Cost Ex VAT: £ _____ Inc VAT £ _____

Quotation 2: _____

Quotation 2 Cost Ex VAT: £ _____ Inc VAT £ _____

Quotation 3: _____

Quotation 3 Cost: Ex VAT: £ _____ Inc VAT £ _____

Signed Chair: _____ Date: _____

Signed Vice Chair: _____ Date: _____

Data Protection: All information from this application form will be stored and managed in line with Old Buckenham Parish Council's GDPR policy, available to view on our website: <http://www.oldbuckpc.co.uk>

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