

Document Control**This revision adopted** October 2026**Meeting minute:** 2026.10.11**Next review date:** October 2027**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: _____

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DOCUMENT ID.	REV.	STATUS	PAGE
OBPC QUOTATION APPROVAL REV A	A	Approved	1/1