



S.P. Richards Company  
Corporate Headquarters  
4300 Wildwood Parkway, Smyrna, GA 30339  
Email: FurnitureBids@sprich.com

the **furniture** team  
S.P. RICHARDS COMPANY

## BID/QUOTE FORM

### DEALER INFORMATION

DATE:

DEALERSHIP:  ACCOUNT #:

CONTACT NAME:

PHONE:  EMAIL:

### PROJECT INFORMATION

PROJECT NAME:  END USER BUDGET:

COMPETITIVE LINE(s):

ANTICIPATED ORDER DATE:  WINNING PROBABILITY:

END-USER INFORMATION PROSPECTIVE GM%:

CONTACT NAME:

PHONE:  EMAIL:

INSTALLATION ADDRESS:

(Street, City, State, Zip Required)

PRODUCT TO SHIP AS: SINGLE ORDER  MULTIPLE ORDERS:

MFG:	SKU#:	QTY:	DESCRIPTION:	LIST PRICE:	QUOTE (dealers cost):

ADDITIONAL NOTES/COMMENTS:

### OFFICE USE ONLY

PROJECT #: \_\_\_\_\_ DISCOUNT %: \_\_\_\_\_ FRT PPD: \_\_\_\_\_

QUOTED BY: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

**\*PROJECT # MUST APPEAR ON PURCHASE ORDER TO RECEIVE QUOTED PRICING\***