



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO**  
 CENTRAL DIVISION, HALL OF JUSTICE, 330 W. BROADWAY, SUITE 357, SAN DIEGO, CA 92101

THIS IS NOT AN ORDER  
 (        Pages Total)

Date:

To: Prospective Bidder  
 Number:

From:  
 Telephone Number:  
 Fax Number:  
 E-mail:

Bids not accepted after 2:00 p.m. on \_\_\_\_\_

Delivery time: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Instructions and Conditions

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Bidders must submit bid offer on this quotation sheet via the fax or email listed above.</li> <li>2. Calculate and enter unit price, extended price, and sales tax into the appropriate box for each item. Court is not exempt from California sales tax.</li> <li>3. Court may reject any or all bids.</li> <li>4. Quotations are to be firm for a period of 60 days.</li> <li>5. No substitutions allowed, except as indicated.</li> </ol> | <ol style="list-style-type: none"> <li>6. All items shall be offered Freight On Board (FOB) destination with inside delivery.</li> </ol> <p style="text-align: center;"><u>For Printed Items Only</u></p> <ol style="list-style-type: none"> <li>7. For printed items a quantity variance up to +/- 10% is allowed.</li> <li>8. Proof(s) shall be submitted within five working days from date of order.</li> </ol> |
|--|---|

To Be Completed By Authorized Representative

Company Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Quantity	Unit	Description	Unit Price	Extended Price
			\$	\$
			Sales Tax	\$
			\$	\$
			Sales Tax	\$
			\$	\$
			Sales Tax	\$
			\$	\$
			Sales Tax	\$
<b>Total</b>			<b>\$</b>	<b>\$</b>