



# Duralee Fine Furniture<sup>®</sup>, Inc.

1775 FIFTH AVENUE, BAY SHORE, NY 11706 • PHONE: 866.565.7731 • FAX:866.565.7732

## QUOTE REQUEST OR ORDER WORKSHEET

This form should be used when requesting a quote or submitted along with a purchase order.  
When information is required for more than one item, please use multiple copies of this form.

QUOTE:  ORDER  MULTIPLE ITEMS  DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

COMPANY NAME _____	REP REQUEST <input type="checkbox"/>
CONTACT: _____	REP _____
ADDRESS _____	SHOWROOM REQUEST <input type="checkbox"/>
CITY _____ STATE _____ ZIP _____	CONTACT _____
ACCOUNT NO. _____ TAG FOR: _____	SHOWROOM _____

SHIP TO STATE: \_\_\_\_\_ DURALEE COM? YES  CATALOG HOLDER: YES  DISCOUNT \_\_\_\_\_ %

STYLE NO. \_\_\_\_\_ NAME \_\_\_\_\_ QTY \_\_\_\_\_ AS SHOWN? YES  NO

PREMIUM  LUXURY  ATTACHMENTS? \_\_\_\_\_ DRAWINGS  FINISH  OTHER

List the referenced **OPTIONS** numbers in the price list, for the custom changes required.

OPTION #	\$	DESCRIPTION
OPTION #	\$	DESCRIPTION
OPTION #	\$	DESCRIPTION
OPTION #	\$	DESCRIPTION
OPTION #	\$	DESCRIPTION

TOTAL UPCHARGES: \$ \_\_\_\_\_ PRICE STANDARD: \$ \_\_\_\_\_ CUSTOM PRICE: \$ \_\_\_\_\_

*If this form is to be used as an order, attach account purchase order or fill in the information required below.*

COM: Please provide any and all fabrics information, including any trim, welt, fringe or cording. Attach all cuttings.

FABRIC SOURCE \_\_\_\_\_ COLOR \_\_\_\_\_ PATTERN \_\_\_\_\_

FABRIC SOURCE \_\_\_\_\_ COLOR \_\_\_\_\_ PATTERN \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_

DEPOSIT AMOUNT \$ \_\_\_\_\_ DATE \_\_\_\_\_ CHECK NO. \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_ CUSTOMER P.O. \_\_\_\_\_ TAG \_\_\_\_\_

SHIP TO \_\_\_\_\_ PHONE NO. \_\_\_\_\_

\_\_\_\_\_  
ATTENTION \_\_\_\_\_

SIGNATURE \_\_\_\_\_