

Atlanta Radio Theatre Company Purchase Request Form

Type of item	QTY	Base cost per unit	Setup	Ship	Total	Cost per unit	Turn time	Specs
Vendor 1 Name Website								
Vendor 2 Name Website								
Vendor 3 Name Website								
Vendor 4 Name Website								
Vendor 5 Name Website								

Instructions: Fill the form out for at least three vendors. Specs would include things such as width of lanyard, type of shirt (plain black, tie dye, etc), color of mug, or other details about the product. It is considered helpful to include quotes for multiple quantities to show price breaks.