Date

**Company**

Contact Address

Address

Phone

Good afternoon, Contact:

The University intends to purchase the **ITEM** presented in the scope of work**.** In this regard, please provide the following information on which the University may proceed with this purchase:

* Indicate whether your company is the manufacturer of this item. If so, can the University purchase direct from the manufacturer?
* List of at least ten (10) distributors/retailers/suppliers in the Greater Nashville area and/or the State of Tennessee.
* List of at least five (5) distributors/retailers/suppliers outside of the State of Tennessee with the necessary ability and certifications needed to provide service for the above system.

Your immediate attention and response regarding this request will be appreciated. You may fax this information to (615) 963-5192 or reply via email.

 Sincerely,

Joel L. Sims, Jr.

 Director, Procurement

**List of Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **LINE NO.** | **DESCRIPTION** | **QTY** | **Total**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |