



Bus Charter Quote Worksheet

Requesting a written quote from a contract vendor(s):

1. Complete the following information. All price quote requests must be submitted in writing, via fax, to the vendor(s).
2. The vendor's quote(s) will be based upon information included in this worksheet. Any trip additions and/or deletions may result in a change in price. Please notify the vendor(s) promptly, in writing, to inform of any changes.

OSU CONTACT INFORMATION – Print all information.

			Today's Date:
OSU Contact Name:	_____	_____	____/____/____
OSU Group Name:	_____		
Phone:	_____	Fax: _____	Contact Email: _____
Expected Payment Method: <input type="checkbox"/> OSU Purchase Order (PO)			

TRIP OVERVIEW

Expected number of passengers: _____
Seats to be occupied (to determine number of buses; circle one): SOME MOST ALL
Is this an overnight and/ or multi-day trip? YES NO If yes, complete the following.
Depart on : _____/_____/_____ Return on: _____/_____/_____
<input checked="" type="checkbox"/> One (1) destination <u>only</u> : <input type="checkbox"/> To and from final destination <u>only</u> (e.g. bus will not be needed upon arrival) <input type="checkbox"/> To, from and within final destination (e.g. bus will be needed for sightseeing, drop-off / pick-up, etc.)
<input checked="" type="checkbox"/> Multiple (2, or more) destinations (complete applicable sections on page 2) <input type="checkbox"/> Total number of destinations, including final destination _____
Preferred items (restrooms, wheelchair access, oversize luggage, etc.), or additional information: