

EXTERNAL TRAINING: VENDOR QUOTE TEMPLATE

THIS IS NOT A QUOTE
MUST BE COMPLETED BY VENDOR & SENT WITH QUOTE
complete and return to AIDT

Training Title: _____

Quote Cost: _____

Itemized Breakdown of Costs (*all requested information must be filled out*):

Instructor Cost: \$ _____ per hour or \$ _____ per day

TOTAL INSTRUCTOR COST: \$ _____

Development Cost: \$ _____ per hour or \$ _____ per day

TOTAL DEVELOPMENT COST: \$ _____

Quote Cost is: \$ _____ per student or \$ _____ per class

TOTAL COST: \$ _____

Material Cost: \$ _____ per _____

\$ _____ per _____

TOTAL MATERIAL COST: \$ _____

Instructor Travel Costs (please submit an itemized list):

What does MBUSI / AIDT own when training is completed?

You (the vendor) will be notified by AIDT if this purchase has been approved. If approved, please note the following:

- **Bill to:** AIDT – Accounts Payable, One Technology Court, Montgomery, Alabama, 36116, USA.
- **Ship to:** 6 Mercedes Drive, Vance, Alabama 35490, USA (*unless otherwise notified*)

