

Date: [Click to select date]

EAST DUNBARTONSHIRE COUNCIL  
Broomhill Industrial Estate  
Kilsyth Road  
Kirkintilloch  
G66 1TF

Telephone: 0300 1234510

Dear Sirs,

You are invited to provide a quote for the requirement below. This shall not be construed as a commitment by East Dunbartonshire Council (EDC) to place an order and is a price enquiry only.

East Dunbartonshire Council Requires:

[Insert Description]

Please return your quote via email [Insert Email] by the close of business on [Click to select date] for your quote to be considered. Emails received after this date may not be considered.

Should EDC decide to proceed with this requirement an order will be raised and issued. No work or delivery of goods shall be undertaken until an order has been received. If you require any further information please contact [Name, Email, Contact No].

Kind Regards,

[Your Name]

[Department]

East Dunbartonshire Council