

**LAW ENFORCEMENT QUOTES**

QUOTES ARE OFTEN REQUESTED BY LAW ENFORCEMENT AGENCIES, SO THAT THE FINANCE OFFICER FOR THE AGENCY CAN ISSUE A PURCHASE ORDER NUMBER (FOR AN OPEN ACCOUNT) OR SEND A CHECK OR CREDIT CARD NUMBER IN WITH THE ORDER.

QUOTE REQUESTS FOR LAW ENFORCEMENT AGENCIES MUST BE MAILED OR FAXED IN ON THEIR ORGANIZATIONAL LETTERHEAD WE NEED A HARD COPY OF THE REQUEST IN CASE THERE ARE QUESTIONS LATER. IF THERE ARE ANY DISCREPANCIES IN THE QUOTE, CLEAR THEM UP BEFORE RETURNING THE QUOTE. ONCE WE QUOTE, WE ARE OBLIGATED TO HONOR THE QUOTE (WHETHER WE PROVIDED THEM WITH THE CORRECT OR INCORRECT PRICING.) QUOTES ARE ONLY VALID FOR 45 DAYS; ALL QUOTES SENT FROM THIS OFFICE MUST INCLUDE THE SENDER'S NAME AND THE DATE.

COPIES OF QUOTES SHOULD BE SAVED EITHER IN THE EXCEL PROGRAM OR WITHIN SAP UNDER THE VA21 SECTION.

NOTE: ALL FEDERAL, GOVERNMENT, AND GOVERNMENT CONTRACT COMPANY REQUESTS SHOULD BE GIVEN TO JESSICA EARLES.

BUSINESS OR AGENCY REQUESTING A QUOTE SHOULD BE INFORMED THAT THE REQUEST MAY TAKE UP TO 120 DAYS ARO (AFTER RECEIPT OF ORDER) TO BE FULFILLED.