**D6. Summary of Quotes**

*\*\*\*Delete all italic text\*\*\**

***Using the below template, and in no more than 3 A4 pages****, create a summary of quotes.*

*When complete, save the table as a PDF and upload it onto RMS. The uploaded PDF must:*

* ***Use the same row and column headings and no others, as set out in the table format below.***
* *Enter each item in the Summary of Quotes table in the same order as each item has been entered in the first table in Question D1 ‘Project Cost’ (i.e., in descending order with the highest priority item numbered 1, second priority item numbered 2, etc.).*
* *If more than one quote for the same item has been obtained from different suppliers, enter both quotes using the same item number. Differentiate the first, second or third quote etc. for that same item with a 1, 2 or 3, etc. in the ‘Quote Number’ column as illustrated below.*
* *Insert an asterisk into the ‘Preferred quote’ column as indicated below against the quote you prefer to use.*
* *The amount shown in the ‘Amount $AUD’ should include the discount (if any).*
* ***Underneath the table****, for any instances where only one quote was provided for an item, please provide a short explanation (one or two sentences) detailing the reason(s) that only one quote was provided.*
* *The PDF which you upload into the application must fit into the format requirements. This table may be landscape orientation provided the page limits are observed and the headings of the table are on the left.*
* *Ensure that the text is readable; size 12 font is recommended.*

*Template with example data:*

**Summary of Quotes**

| **Item Number in priority order** | **Quote number** | **Preferred quote** | **Supplier name** | **Item name** | **Disc-ount** | **Amount $AUD** | **Date of quote** | **Exchange rate at time of quote** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 1 | \* | Example Co | Item 1 | Nil | 150,000 | 1/02/2025 | 0.68USD |
| 1 | 2 |  | ABC Co | Item 1 | 5% | 152,999 | 1/02/2025 | 0.68USD |
| 1 | 3 |  | Testing Co | Item 1 | Nil | 150,000 | 1/02/2025 | 0.68USD |
| 2 | 1 | \* | Example Co | Item 2 | Nil | 100,000 | 1/02/2025 | 0.68USD |
| 2 | 2 |  | ABC Co | Item 2 | 5% | 104,000 | 1/02/2025 | 0.68USD |
| 2 | 3 |  | Testing Co | Item 2 | Nil | 110,000 | 1/02/2025 | 0.68USD |

*[Write explanation here, detailing the reason(s) that only one quote was provided, if relevant. E.g. “Only one quote was provided for <Item name> due to xyz.”]*