

Sample Vendor Proposal Format

Your Company Name
Contact Name
Company Address
Company Telephone Number
Your E-mail Address and/or Company E-mail Address
Company Website Address (if appropriate)

A little about your company.

- A comprehensive list of each specific service you will provide
- The Regular Advertised Price for the service
- The Regency Co-op Member Price or Percent Discount for the service (beyond any coupons or discounts that may be displayed on a website or mailer)
- Any special qualifications or certifications you or your staff has, as determined by an independent organization (example: Master Plumber or Electrician, certifications, etc.)

Effective Date of this Proposal (**vendors must commit to a pricing agreement of one year's duration**)

Remember to include a copy of your current liability insurance with your proposal!

Send your proposal to:
Regencycoop@comcast.net

OR

Regency Co-op
c/o 15536 Fassels Ct.
Haymarket, VA 20169