|  |  |
| --- | --- |
| **Vendor Name:** |  |
| **Vendor Address:** |  |
|  |
| **Vendor Phone Number:** |  |
| **Vendor Email:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Monthly Cost ($)** | **Annual Cost ($)** | **Notes** |
| **Hourly Rate ($)** | ***Enter rate here*** |  |  |  |
| **Overtime Rate ($)** | ***Enter rate here*** |  |  |  |
| **Reporting Software Cost, if applicable** | |  |  |  |

|  |  |  |
| --- | --- | --- |
| **GRAND TOTAL** | **Monthly Cost ($)** | **Annual Cost ($)** |
|  |  |

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| **Additional Notes – Please capture any additional notes about the above pricing including any potential rate increases and the rationale, any notes regarding holiday and overtime pay, or any other pertinent information.** |
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