

# REQUEST FOR QUOTE

COBB COUNTY INFORMATION SERVICES DEPARTMENT

## \* Required fields

Date :

\* Call Center Ticket Number :

\* Name :

\* Phone :

\* Department :

\* Division :

\* Needed by date:

Please complete all required fields. Contact the I.S. Call Center at 770-528-8740 if you need any assistance completing this form.

## Request for Hardware:

New ☐  
Replacement ☐

Type of Equipment:   
Other:

## Hardware Replacement:

Existing Model:   
(Dell GX400 PC, HP Laserjet 2100, HP ScanJet, etc.)

Serial Number:   
(Please contact the Call Center if you need assistance finding the Serial Number.)

## Justification for Replacing

Existing Equipment: Non-functioning ☐  
History of service calls ☐  
Time and Materials needed ☐  
Failing equipment ☐  
Other ☐  
Please Explain:

Intended Use:   
(Standard Workstation / Document Scanning / Network Printing (Be specific))

Users Name:   
(Who currently uses the hardware)

Location:   
(Where the device is currently located)

## Hardware New:

Intended Use:   
(New Employee / Color Printing (Be specific))

Users Name:   
(Who currently uses the hardware)

Location:   
(Where the device is currently located)

## Note:

Microsoft Office should be included in the request for a new pc or laptop.

When ordering a printer, remember to include the printer cable.

## Request for Software:

New ☐  
Upgrade ☐

Product Title:   
Microsoft Office, Microsoft Windows, Adobe Publisher, etc. (Be specific)

Product Version:

Intended Use:   
Word Processing, Spreadsheets, Specialty Application, etc. (Be specific)

Users Name:   
Who will be using the hardware

Location:   
Where software will be installed

Quote #:   
Vendor:

E-mail the completed form to the I.S. Call Center at [CallCenter@CobbCounty.org](mailto:CallCenter@CobbCounty.org)