

All quotes must be on company letterhead. See required information below. Do not submit this sample copy.

SAMPLE Quote

Company Name

Street Address

City, B.C. Postal Code

Phone: Enter phone

Email: Enter email of main contact

For private colleges provide **PTIB #**

REFERENCE NUMBER

DATE:

TO: Organization Name (*CWRG Applicant*)*

FOR: Service Description

Street Address

City, Postal Code

Name of Contact at Organization

Required information for quotes for types of training:

Skill Training:

- Title of training
- Number of instructional hours
- Number of participants
- Minimum number of required participants
- Cost per participant
- Including costs for testing fees, certifications (STOCs) **, and licensing if required
- Whether Instruction is provided in person only, online only or blended
- Itemize other service descriptions if required (for further details, contact CWRG@gov.bc.ca prior to applying)
- Name of certificate/diploma
- Start and end dates of training
- Is practicum included? yes/no
- The length of time the quote is valid
- Training location
- Total cost + GST

**Short term occupational certifications, for example, First Aid, WHIMIS, FoodSafe, etc.

Employment Support Services

- Title of training
- Number of instructional hours
- Number of participants
- Minimum number of required participants
- Cost per participant
- Whether Instruction is provided in person only, online only or blended
- Itemize other service descriptions if required (e.g., essential skills training)
- Start and end dates of training
- The length of time the quote is valid
- Training location
- Total Cost + GST