

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

## SAMPLE Quote

Reference Number  
Date:

Company Name

Street Address

City, B.C. Postal Code

Phone: Enter phone

Email: *(of main contact)*

PTIRU # *(for private colleges)*

TO:

Organization Name *(CWRG Applicant)*

Street Address

City, Postal Code

Name of Contact at Organization

### ***Required information for Employment Support Services Quote:***

**Employment Support Services (ESS)** *(if delivered as a stand-alone component and not integrated into the Skills Training Course curriculum)*

- Title of training (e.g. Employment Support Services)
- Number of instructional hours
- Start and end date of employment support services delivery
- Number of participants
- Minimum number of required participants
- Whether Instruction is provided in person only, online only or blended
- Training location
- The length of time the quote is valid
- Cost per participant
  
- **Total ESS cost including GST**