**Business Hours and Travel Information**

This section is required by ALL vendors.

|  |  |
| --- | --- |
| Normal Business Hours: Days & Hours | Insert answer; example: Mon.-Fri. 8 am – 5 pm |
| Normal Business Hour Labor Rate: | Insert answer |
| Overtime Labor Rate: | Insert answer |
| Weekend/Holiday Rate: if applicable | Insert answer |
| Travel Time Rate: | Insert answer |
| Additional travel notes: if applicable | |
|  | |
|  | |
| Material Cost Markup: | Insert answer |

Additional information can be included if applicable.

Before submission of this packet, all RED text should be replaced or deleted.