

Sample quote outline

BLANK SAMPLE - NOT A CONTRACT, COMPLETED JOB OR CERTIFICATION. This outline shows the information a project quote can contain. Actual terms and records require agreement; availability depends on the approved service scope.

Project / quote control	Project ID: _____ Revision: _____ Issue date: _____ Valid until: _____
Parties and authority	Seller / owner: _____ Authorized approver / role: _____ Buyer: Greyhound Systems LLC
Equipment assumptions	Attach model/configuration, quantity, condition and inventory evidence. List missing parts and exclusions.
Estimated recovery	Range / dated basis, if supplied: _____ Estimate only; not an appraisal or promised proceeds.
Purchase and charges	Purchase amount: _____ Currency: _____ Itemized agreed charges: _____ Net purchase amount less charges: _____
Logistics and media	Location, access, labor, packing, schedule: _____ Media route, custody, responsible party and records: _____
Terms to agree	Title / risk transfer: _____ Verification / timing / payment terms: _____ Variance approval / return or exclusion terms: _____
Acceptance record	Authorized person / role / date / exact revision: _____

A positive net means payment to the seller; zero means no payment; a negative net means a disclosed fee. Payment follows asset verification under the accepted terms. Material changes need seller approval before the settlement changes.

Sample transfer and custody record

BLANK SAMPLE - NO TRANSFER OR PROCESSING HAS OCCURRED. Use a consistent project ID and asset identifiers. Serial inventory and custody documentation are supplied only when included in the written scope.

Project and accepted scope	Project ID / quote revision: _____ Transfer date, time and time zone: _____
Handoff	From person / role / location: _____ To person / role / location: _____
Asset reconciliation	Asset IDs / serials or agreed lot IDs: _____ Expected count: _____ Transferred count: _____ Condition / seal / discrepancies: _____
Media and exclusions	Retained media / parent-system IDs: _____ Prior records or agreed partner route: _____ Unknown media / hold / exclusions: _____
Custody event	Date-time / IDs / count / origin / destination: _____ Purpose / condition / evidence reference: _____ Releasing and receiving acknowledgment: _____
Verification and variance	Verified count / evidence: _____ Difference / proposed revision: _____ Seller decision / approval reference: _____
Settlement and completion	Final purchase: _____ Agreed charges: _____ Net amount / payment reference: _____ Outstanding records / owner: _____

Append each custody event. Keep original revisions. A pickup acknowledgment does not change title or risk terms by itself. Unknown media remains unsanitized until an authorized route and matching clearance evidence resolve it. A paid project can still have outstanding processing records.