

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 Skills Training Quote:

Skill Training:

- Title of training
- Number of instructional hours
- Start and end dates of training
- Number of participants
- Minimum number of required participants
- Whether Instruction is provided in person only, online only or blended
- Training location
- Itemize other service descriptions if required
- Is practicum included? Yes/no
- The length of time the quote is valid
- Cost per participant
(including costs for textbooks, testing fees, certifications (STOCS)*, and licensing if applicable)
*Short term occupational certifications, for example, First Aid, WHIMIS, FoodSafe, etc.
- **The skills training cost per participant, including GST, cannot exceed the eligible skills training cost per participant.** See Program Highlights in the Program Guide for more details