



# TechResolve – Hardware Procurement Request Form

*This form helps TechResolve prepare accurate quotes, confirm timelines, and ensure authorized sourcing*  
**Effective: March 2026**

## 1. Organization Information

Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Title / Role: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## 2. Procurement Context

### Type of Organization:

- MSP / IT Service Provider
- School / Education Program
- Nonprofit Organization
- Small or Mid-Size Business (under 500 employees)
- Large / Enterprise Organization (500+ employees)
- Government / Contracting Partner

### Is this purchase part of a larger project or engagement?

Yes  No

If yes, please describe briefly:

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## 3. Hardware Request Details

Device Type(s) Needed:	Preferred Manufacturer(s):
<input type="checkbox"/> Laptops	<input type="checkbox"/> Lenovo
<input type="checkbox"/> Desktops	<input type="checkbox"/> Dell
<input type="checkbox"/> Chromebooks	<input type="checkbox"/> HP / HPE
<input type="checkbox"/> Monitors / Displays	<input type="checkbox"/> Cisco
<input type="checkbox"/> Networking Equipment	<input type="checkbox"/> No Preference
<input type="checkbox"/> Servers / Infrastructure	
<input type="checkbox"/> Accessories / Peripherals	



#### 4. Quantity & Configuration

Estimated Quantity (units):

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#### Standardized Configuration Required?

Yes  No

If yes, please specify:

- CPU / Performance needs: \_\_\_\_\_
- Memory (RAM): \_\_\_\_\_
- Storage: \_\_\_\_\_
- Operating System:  Windows  ChromeOS  Other

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#### 5. Timeline & Delivery

Desired Delivery Window:

- ASAP  
 Within 2–4 weeks  
 30–60 days  
 Future Planning / Budgetary Quote

Delivery Location(s):

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#### 6. Delivery, Shipping & Receiving Requirements

Shipping Location Type (select one):

- Commercial office  
 School / campus  
 Warehouse  
 Residential  
 Multiple locations

**Receiving Capabilities (check all that apply):**

<input type="checkbox"/> Loading dock available <input type="checkbox"/> Forklift on site <input type="checkbox"/> Pallet delivery accepted	<input type="checkbox"/> Parcel delivery only (FedEx/UPS) <input type="checkbox"/> Appointment-based delivery required
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<b>Packaging Preference:</b> <input type="checkbox"/> Individual manufacturer packaging <input type="checkbox"/> Palletized shipment <input type="checkbox"/> Crate packaging <input type="checkbox"/> No preference / recommend best option	<b>Accessories Required (check all that apply):</b> <input type="checkbox"/> Docks <input type="checkbox"/> Monitors <input type="checkbox"/> Keyboards / mice <input type="checkbox"/> Headsets <input type="checkbox"/> Carrying cases <input type="checkbox"/> Asset tags / labels
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*(Certain configurations may impact shipping cost and lead time.)*

### Delivery Constraints or Notes:

*(e.g., delivery windows, school receiving hours, security check-in, holidays)*

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### 7. Budget Information

Estimated Budget Range (if known):

- Under \$5,000
- \$5,000 – \$15,000
- \$15,000 – \$50,000
- \$50,000+
- Budgetary guidance requested

*(Providing a range helps ensure accurate recommendations and pricing.)*

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### 8. Value-Added Services (Optional)

Please indicate any additional support needed:

<input type="checkbox"/> Imaging or device configuration <input type="checkbox"/> Asset tagging / labeling <input type="checkbox"/> Bulk deployment coordination <input type="checkbox"/> Short-term technical support	<input type="checkbox"/> Staff augmentation during rollout <input type="checkbox"/> Warranty coordination <input type="checkbox"/> None at this time
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### 9. Purchasing & Payment Method

<b>Preferred Purchasing Method:</b> <input type="checkbox"/> Purchase Order (PO) <input type="checkbox"/> Invoice <input type="checkbox"/> Other (please specify): _____ _____	<b>Net Terms Requested (if applicable):</b> <input type="checkbox"/> Net 15 <input type="checkbox"/> Net 30 <input type="checkbox"/> Other: _____
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**10. Additional Notes / Special Requirements**

Please include any compliance requirements, security considerations, specific policies, or other details that may impact procurement.

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**11. Acknowledgement**

Submission of this form does not guarantee pricing or availability and is subject to OEM lead times and authorization.

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_