

REQUEST FOR QUOTATION

You are invited to submit a quote for PRINTED ENVELOPES & LETTERHEAD. Original artwork will be provided by the College. All other miscellaneous charges must be included in your cost. Please include delivery charges in your quote. The college is exempt from all sales tax. Please submit your quotation by 10:00 A.M. on January 28, 2004.

You may fax your quote to:

(815) 280-6630
Attention: Dianne Schmitt

Or mail it to:

Dianne Schmitt
Director of Administrative Services
Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

Further information may be obtained by contacting Dianne Schmitt at (815) 280-6641.

Item	Quantity	Description	Unit Cost	Total Cost
1)	100 Box(es)	RETURN ADDRESS ENVELOPES, #10, PRINTING ON FLAP, 24# WHITE WOVE, 1 PMS COLOR 261, RECYCLED, FULLY GUMMED FLAP W/ DEEP THROAT, 500/BOX	\$_____	\$_____
2)	200 Reams	PRINTED LETTERHEAD, 8 ½" x 11", WHITE, 24#, FIRST CHOICE BY WEYERHAUSER, LONG GRAIN, 90 BRIGHTNESS, 1 PMS COLOR 261, HEAT RESISTANT INK, 500 SHEETS/RM NO SUBSTITUTIONS	\$_____	\$_____
3)	100 Box(es)	RETURN ADDRESS ENVELOPE, FULLY SEALED WINDOW, FULLY GUMMED FLAP, #10, 24#, WHITE WOVE WITH TINT INSIDE, 1 PMS COLOR 261, LITHOGRAPH, PRINTING ON FLAP, RECYCLED, 500/BOX. MUST MEET USPS REGULATIONS	\$_____	\$_____

Q04001

JANUARY 14, 2004

JOLIET JUNIOR COLLEGE

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- 4) 209 #10 WINDOW RETURN \$ _____ \$ _____
Box(es) ADDRESS W/FIRST
CLASS PERMIT IMPRINT,
FULLY SEALED WINDOW,
24# WHITE WOVE, FULLY
GUMMED FLAP WITH DEEP
THROAT, 1 PMS COLOR 261,
LITHOGRAPH, RECYCLED
PRINTING ON FLAP, 500/BOX.
MUST MEET USPS REGULATIONS
NOTE: BOTTOM OF WINDOW
MUST BE 5/8" FROM BOTTOM OF
ENVELOPE
WINDOW: 1 1/8" X 4 1/2"
7/8" FROM LEFT MARGIN

Firm

Signature

Address

Printed Name

City

State

Zip

Date

Fax No. Phone No.