

JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION

You are invited to submit a quote for PROMOTIONAL ITEMS. Delivery is required within three weeks from receipt of order. A sample of the JJC logo is enclosed. 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 May 11, 2004.

You may fax your quote to:

Or mail it to:

(815) 280-6630
Attention: Dianne Schmitt

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.

All setup and other charges must be included in your cost.

Item	Quantity	Description	Unit Cost	Total Cost
1)	10,000 Each	BIC Click pens with a purple barrel and white imprinting with the following information: (JJC Logo) For more information (815) 729-9020 www.jjc.edu	\$_____	\$_____
2)	10,000 Each	#2 Round pencils with purple body and white imprinting with the following information: (JJC Logo) For more information (815) 729-9020 www.jjc.edu	\$_____	\$_____
3)	250 Each	Ceramic mugs, purple with white imprinting of: (JJC Logo)		

JJC must approve ink colors before production. Camera ready copy will be provided on disk by JJC.

Firm

Signature

Address

Printed Name

City State Zip

Date Fax No. Phone No.

Quotation results can be found at the following website:
www.jjc.edu/rfp