

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 August 12, 2004.

You may fax your quote to:

Or mail it to:

(815) 280-6630
Attention: Judy Mitchell

Judy Mitchell
Interim Director of Administrative Services
Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

Further information may be obtained by contacting Judy Mitchell at (815) 280-6640.

Item	Stock #	Quantity	Description	Unit Cost	Total Cost
1)	536	100 Reams	PRINTED LETTERHEAD, 8 1/2" x 11", WHITE, 24# FIRST CHOICE BY WEYERHAUSER, LONG GRAIN, 90 BRIGHTNESS, 1 PMS COLOR 261, HEAT RESISTANT INK, 500 SHEETS/RM NO SUBSTITUTIONS	\$_____	\$_____
2)	600	100 Boxes	RETURN ADDRESS ENVELOPES, #10, PRINTING ON FLAP, 24# WHITE WOVE, 1 PMS COLOR 261, RECYCLED, FULLY GUMMED FLAP W/ DEEP THROAT, 500/BOX	\$_____	\$_____
3)	627	56 Boxes	ENVELOPES #28 WHITE RETURN ADDRESS 9 X 12 FULLY GUMMED FLAP ON 9" SIDE, PMS COLOR 261, LITHOGRAPH, 250/BOX,	\$_____	\$_____

Firm

Signature

Address

Printed Name

City

State

Zip

Date

Fax No. Phone No.