

REQUEST FOR QUOTATION

You are invited to submit a quote for PRINTED ENVELOPES AND LETTERHEAD. 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 February 11, 2005.

Note: All quotes must be submitted on this form, backup may be attached.

You may fax your quote to:

Or mail it to:

(815) 280-6630
Attention: Judy Mitchell

Judy Mitchell
Director of Administrative Services
Joliet Junior College
1215 Houbolt Rd
Joliet IL 60431

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

Joliet Junior College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

ITEM	QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
1)	30 Reams	PRINTED LETTERHEAD, 8 ½" X 11", WHITE, 20# BOND, 25% COTTON, 1 PMS, COLOR 261, LITHOGRAPHED, 500 SHEET PER REAM, RECYCLED (JJC STOCK #532)	\$ _____	\$ _____
2)	30 Reams	PRINTED LETTERHEAD, 8 ½" X 11", WHITE, 24#, FIRST CHOICE BY WEYERHAUSER, LONG GRAIN, 90 BRIGHTNESS, 1 PMS COLOR 261, HEAT RESIST. INK, 500 SHEETS/REAM (JJC STOCK #536)	\$ _____	\$ _____
3)	150 Boxes	RETURN ADDRESS ENVELOPES #10, PRINTING ON FLAP, 24# WHITE WOVE, 1 PMS COLOR 261, RECYCLED, FULLY GUMMED FLAP W/DEEP THROAT, 500/BOX (JJC STOCK #600)	\$ _____	\$ _____
4)	50 Boxes	ENVELOPE #28 WHITE WOVE, RETURN ADDRESS, FULLY GUMMED FLAP ON 9" SIDE, 9" X 12", 250/BOX, PMS COLOR 261, LITHOGRAPH (JJC STOCK #627)	\$ _____	\$ _____

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- 5) 100 Boxes ENVELOPES #10, RETURN ADDRESS, FULLY SEALED WINDOW, 500/BOX, PRINTING ON FLAP, 24#, WHITE WOVE, FULLY GUMMED FLAP W/DEEP THROAT, 1 PMS COLOR 261 (JJC STOCK #602) \$ _____ \$ _____
- 6) 70 Boxes BUSINESS REPLY ENVELOPE, #9, PRINTING ON FLAP, 24# WHITE WOVE, FULLY GUMMED FLAP W/DEEP THROAT, 1 PMS COLOR 261, 500/BOX, LITHOGRAPH, RECYCLED (JJC STOCK #618) \$ _____ \$ _____
- 7) 20 Boxes PRINTED ENVELOPE, BUSINESS REPLY 9 1/2" BY 12 1/2", 28# WHITE WOVE, FULLY GUMMED FLAP ON 9.5" SIDE, 1 PMS COLOR 261, LITHOGRAPH, 250/BOX (JJC STOCK #626) \$ _____ \$ _____

FIRM

SIGNATURE

ADDRESS

PRINTED NAME

CITY STATE ZIP

DATE PHONE NO.

Results from this quote may be viewed at the following URL: www.jjc.edu/rfp