

## 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 9:00 A.M. on FEBRUARY 6, 2006.

Note: If quotes are not submitted on this form, your description must match the original documentation.

You may fax your quote to:

Or mail to:

(815) 280-6630

Attention: Judy Mitchell

Email to:

Purchasing@jjc.edu

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	STOCK #	QNTY	DESCRIPTION	UNIT COST	TOTAL COST
1)	536	150 Reams	PRINTED LETTERHEAD, 8 1/2" x 11", WHITE, 24# FIRST CHOICE BY WEYERHAUSER, LONG GRAIN, 96 BRIGHTNESS, 1 PMS COLOR 261, HEAT RESISTANT INK, 500 SHEETS/RM NO SUBSTITUTIONS (JJC STOCK #536)	\$ _____	\$ _____
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 (JJC STOCK #600)	\$ _____	\$ _____
3)	602	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)	\$ _____	\$ _____

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ITEM	STOCK #	QNTY	DESCRIPTION	UNIT COST	TOTAL COST
4)	618	100 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)	\$ _____	\$ _____
5)	627	60 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)	\$ _____	\$ _____

_____			_____		
Firm			Signature		
_____			_____		
Address			Printed Name		
_____			_____		
City	State	Zip	Date	Fax No.	Phone No.

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E-MAIL ADDRESS