

Q07002
1/12/2007

JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION

You are invited to submit a quote for PRINTED ENVELOPES & LETTERHEAD. Please include delivery charges in your quote. The College is exempt from all sales tax. Please submit your quotation by 10:30 a.m. on January 29, 2007.

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

Judy Mitchell
Director of Business & Auxiliary Services
Joliet Junior College
1215 Houbolt Rd
Joliet IL 60431

Email to:
Purchasing@jjc.edu

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.

ARTWORK WILL BE ISSUED TO THE SUCCESSFUL VENDOR WITH THE PURCHASE ORDER.

| ITEM | STOCK # | QNTY | DESCRIPTION | UNIT COST | TOTAL COST |
|------|---------|--------------|--|-----------|------------|
| 1) | 532 | 20 Reams | PRINTED LETTERHEAD 8 1/2" X 11", WHITE, 20# BOND, 25% COTTON, 1 PMS, COLOR 261, LITHOGRAPHED, 500 SHEET PER REAM, RECYCLED (JJC STOCK #532) | \$ _____ | \$ _____ |
| 2) | 536 | 250 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 (JJC STOCK #536) | \$ _____ | \$ _____ |
| 3) | 600 | 200 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) | \$ _____ | \$ _____ |

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| 4) | 602 | 200 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) | \$ _____ | \$ _____ |

Firm

Signature

Address

Printed Name

City State Zip

Date Fax No. Phone No.

E-MAIL ADDRESS