

Q07020
January 16, 2008

JOLIET JUNIOR COLLEGE
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 1:00 p.m. on January 30, 2008.

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) 280-6631
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.

ITEM	STOCK #	QNTY	DESCRIPTION	UNIT COST	TOTAL COST
1)	626	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)	\$ _____	\$ _____
1)	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, LITHO RECYCLED (JJC STOCK #618)	\$ _____	\$ _____
2)	602	100 Boxes	ENVELOPE #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)	\$ _____	\$ _____
3)	600	200 Boxes	RETURN ADDRESS ENVELOPES #10, PRINTING ON FLAP, 24# WHITE WOVE, 1 PMS COLOR 261, RECYLED, FULLY GUMMED	\$ _____	\$ _____

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

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FLAP, W/DEEP THROAT, 500/BOX
(JJC STOCK #600)

4)	532	30 Ream	PRINTED LETTERHEAD, 8 1/2" X 11", WHITE, 20# BOND, 25% COTTON, 1 PMS, COLOR 261 LITHOGRAPHED, 500 SHEETS/ REAM, RECYCLED. (JJC STOCK # 532)	\$ _____	\$ _____
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ARTWORK WILL BE MAILED TO THE SUCCESSFUL VENDOR.

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

E-MAIL ADDRESS					