

Q08012  
7/11/2008

JOLIET JUNIOR COLLEGE  
REQUEST FOR QUOTATION  
PRINTED ENVELOPES & LETTERHEAD

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 2:00P.M. on July 29, 2008.

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

You may fax your quote to:

(815) 280-6631  
Attention: Judy Mitchell

Email to:  
Purchasing@jjc.edu

Or mail to:

Judy Mitchell  
Director of Business & Auxiliary 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.

**ARTWORK WILL BE MAILED TO THE SUCCESSFUL VENDOR.**

ITEM	STOCK #	QNTY	DESCRIPTION	UNIT COST	TOTAL COST
1)	532	60 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	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 (JJC STOCK #536)	\$ _____	\$ _____
3)	627	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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Firm

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Signature

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Address

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Printed Name

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City

State

Zip

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Date

Fax No.

Phone No.

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E-MAIL ADDRESS