



PRICE QUOTATION

Sir/Madam:

Please quote your prices of the following articles which this office desire to purchase for use in office.

ITEM #	PARTICULARS	QTY .	UNIT	UNIT COST	TOTAL COST
1	BATTERY, Size AA, Alkaline, 2 pcs./packet	50	Pack		
	CD Rewritable, 700MB min. capacity	64	Piece		
	DVD Recordable, 16x speed, 4.7GB capacity	12	Piece		
	FLASH DRIVE, 8GB, USB 2.0, plug and play	6	Piece		
	MOUSE, optical USB connection type	4	Piece		
	RIBBON CARTRIDGE, LX300	30	Cart		
	CLIP, Backfold, 25mm, 12s/box	24	Box		
	CLIP, backfold, 50mm, 12s/box	32	Box		
	CLIP, backfold, 19mm, 12s/box	24	Box		
	CLIP, backfold, 32mm, 12s/box	30	Box		
	CORRECTION TAPE, disposable, usable length	120	Piece		
	ENVELOPE, mailing white, 500s/box	8	Box		
	FOLDER, tagboard, plain, legal, 100s/pack	6	Pack		
	FOLDER, morocco, fancy, legal size, 50s/pack	6	Pack		
	FOLDER, morocco/fancy, A4, 50s/pack	3	Pack		
	GLUE, All purpose, 300 grms min.	9	Jar		
	MARKER, fluorescent, 3 colors/set	24	Set		
	MARKING PEN, whiteboard, Black	34	Piece		
	MARKING PEN, whiteboard, blue	35	Piece		
	MARKER, permanent, black	34	Piece		
	MARKER, permanent, red	30	Piece		
	NOTE PAD, 3"x3"	14	Pad		
	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	52	Box		
	PAPER CLIP, gem type, jumbo, 32mm, 100s/box	20	Box		
	PAPER, bond, premium grade, A4	84	Ream		
	PAPER, mimeo, whitewove, A4	30	Ream		
	PAPER, bond, premium grade, legal	100	Ream		
	PAPER, mimeo, whitewove, legal	56	Ream		
	RECORD BOOK, 300 pages	25	Piece		
	RECORD BOOK, 500 pages	22	Piece		
	RING BINDER, 1/2" x 44", plastic	24	Piece		
	RING BINDER, 3/4" x 44", plastic	40	Piece		
	RING BINDER, 1" x 44", plastic	50	Piece		
	RING BINDER, 32mm x 1.12mm, plastic, 10pcs/bundle	4	Bundle		
	RING BINDER, 2" x 44", plastic	30	Piece		
	RING BINDER, 11mm x 1.12mm, plastic, 10pcs/bundle	3	Bundle		
	RING BINDER, 16mm x 1.12mm, plastic, 10pcs/bundle	1	Bundle		
	RULER, plastic, 300mm	5	Piece		
	SIGN PEN, black	45	Piece		
	SIGN PEN, blue	16	Piece		
	SIGN PEN, red	5	Piece		
	STAMP PAD INK, violet, 50ml	7	Bottle		
	STMP PAD, felt pad, min 50mm x 100mm	6	Piece		
	TAPE, transparent, 24mm, 50m length	24	piece		

	TAPE, packaging, 48mm, 50m length	18	piece		
	BLADE, cutter (L500), 10pcs./pack	12	piece		
	CUTTER, heavy duty	15	piece		
	PUNCHER, heavy duty	5	piece		
	SHARPENER, single cutterhead	2	piece		

Dealer: _____
 TIN: VAT#: _____ NON-VAT#: _____
 Address: _____
 Telephone No.: _____
 Contact Person: _____
 Canvasser: _____

Sir/Madam:

I have the honor to offer my prices for each of the above articles as indicated after each item hereon.

Very truly yours
