



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	Ballpen, black	60	Piece		
2	Ballpen, blue	100	pieces		
3	Stampad Ink, green	1	Bottle		
4	Carbon Paper, A4, blue	3	Box		
5	Cardboard, thin	60	Pcs.		
6	Colored Paper, Green, Long	12	Ream		
7	Colored Paper, yellow, short	12	Ream		
8	Continuous Form, 1 ply, 11 x 9 ½"	7	Box		
9	Continuous Form, 2 ply, 11 x 9 ½"	6	Box		
10	Stamp, dater	3	Pc		
11	Double Adhesive Tape	36	Roll		
12	Expanding Envelope, Plastic, Legal	5	Piece		
13	Masking Tape, 48mm, 50mm length	24	Roll		
14	Data File Box with cover	3	Box		
15	Nylon cord	8	Roll		
16	Ruled Pad, Paper, yellow	4	Pad		
17	Paper Fastener, 70mm, metal, by 10's	24	Box		
18	Paper, Bond, premium grade, A4	150	Ream		
19	Paper, Bond, premium grade, legal	150	Ream		
20	Photo Paper, long, by 10's	12	Pack		
21	Paper, mimeo, whitewove, long,	36	Ream		
22	Paper, mimeo, whitewove, A4	36	Ream		
23	Numbering stamp	1	Piece		
24	Ruler, 300mm	12	Piece		
25	Sign Pen, blue	24	Piece		
26	Staple Wire #35	36	Box		
27	Staple Wire remover	6	Piece		
28	Stapler with wire remover	4	Piece		
29	Transparency Film/Acetate	2	Box		
30	Wyteboard marker, red	12	Pcs		
31	Morocco Board, long, by 10's	24	Pack		
32	Laminating Film, Long	2	Box		
33	Paper, Multicolor, legal size	6	ream		

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