



_____, 20____

PRICE QUOTATION

Sir/Madam:

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

| ITEM # | ITEM DESCRIPTION | QTY. | UNIT | UNIT COST | TOTAL COST |
|--------|--------------------------------------|------|------|-----------|------------|
| 1 | BALLPEN, black | 100 | Pcs. | | |
| 2 | BATTERY, 9V | 12 | Pcs. | | |
| 3 | BATTERY, AAA | 12 | Pcs. | | |
| 4 | BOTTOMLESS INK, 1 Liter, Black | 6 | Btl. | | |
| 5 | BOTTOMLESS INK, Cyan | 6 | Btl. | | |
| 6 | BOTTOMLESS INK, 70ml, Black | 6 | Btl. | | |
| 7 | BOTTOMLESS INK, 70 ml, cyan | 6 | Btl. | | |
| 8 | CARDBOARD, Thin | 50 | Ream | | |
| 9 | COLORED PAPER, Green, long | 6 | Ream | | |
| 10 | COLORED PAPER, Yellow, short | 6 | Ream | | |
| 11 | CORRECTION TAPE | 24 | Pcs. | | |
| 12 | ENVELOPE, Pay Kraft | 3 | Box | | |
| 13 | MARKER PEN, Blue | 12 | Pcs. | | |
| 14 | PAPER BOND, Multi-Purpose, 70gsm, A4 | 150 | Ream | | |
| 15 | RING BINDER, Flat, 1/2 x 44 by 10's | 12 | Pcs. | | |
| 16 | RING BINDER, flat, 2 x 44 by 10's | 12 | Pcs. | | |
| 17 | RING BINDER, flat, 3/4 x 44 by 10's | 12 | Pcs. | | |
| 18 | SCISSOR | 6 | Pcs. | | |
| 19 | SIGN PEN, Black | 20 | Pcs. | | |
| 20 | STICKER PAPER, Glossy by 10's | 12 | Pcs. | | |
| 21 | TAPE, Masking, width: 24mm | 20 | Pcs. | | |
| 22 | TAPE, Transparent, width: 24mm | 20 | Pcs. | | |

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
