



_____, 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