



_____, 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	Bond Paper, long, 70gsm	32	Reams		
2	Bond Paper, A4 70 gsm	30	Reams		
3	White Board, 2 x 3	7	Pcs.		
4	White Board, 3 x 5	2	Pcs.		
5	Paper, Mimeo, white wove A4	30	Reams		
6	Paper, Mimeo, white wove, long	30	Reams		
7	Bundy Clock	13	Unit		
8	Uninterrupted Power Supply (UPS), 1000VA	4	Unit		
9	Printer, 3 in 1	1	Unit		

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
