



_____, 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	DUPLICATOR MACHINE Printing Image Resolution: 300dpi x 300dpi Print Paper Weight: 46-120 gsm Printing Paper Size: minimum 420mm x 297mm Maximum 624mm x 432mm Paper Supply Capacity: 1000 sheet (64gsm – 80gsm) Maximum height: 110mm Master –making capacity: within 60 second Guarranty: Minimum (1) year free of charge for spare parts replacement Minimum (2) years free of charge for repair and servicing Prompt service/expert technician	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
