



*Where service and leadership unite*

April 16, 2019

Dear Vendor,

Attached you will find a copy of our contemplated purchase of art paper for the 2019-20 school year. Please go through this list and give a price quotation on the items you would be able to supply. Please include shipping charges in the unit price per line item. Submit price quotations based upon delivery. Indicate case quantity and/or description if different than the stated specs.

Please give a price quotation based on the following drop points:

<b><u>District</u></b>	<b><u>Number of Cases</u></b>	<b><u>Loading Dock</u></b>	<b><u>Delivery</u></b>
Abbotsford	26	No	After July 1 <sup>st</sup>
Flambeau	41	No	After July 1 <sup>st</sup>
Lake Holcombe	6	Yes	After July 1 <sup>st</sup>
Loyal	15	No	July/August
Stanley-Boyd	27	Yes	After July 1 <sup>st</sup>

Return quote no later than April 30, 2019 via email to [lmcmahon@cesa10.k12.wi.us](mailto:lmcmahon@cesa10.k12.wi.us) .

Include a letter of guarantee stating if there are proven performance problems with the paper, you will accept returns for full credit at no cost to CESA 10. Delivery guaranteed between July 1 and August 9, 2019 unless otherwise indicated. If you have any questions, please contact Leigh McMahon at 715-720-2023 or [lmcmahon@cesa10.k12.wi.us](mailto:lmcmahon@cesa10.k12.wi.us) .

Sincerely,

Leigh McMahon  
Executive Administrative Assistant