



Where service and leadership unite

April 16, 2019

Dear Vendor,

Attached you will find a copy of our contemplated purchase of copy 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 then the stated specs.

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

District	Number of Cases	Loading Dock/Fork Lift	Delivery
CESA 10	120	Yes/Yes	After July 1 st
Flambeau	215	No/Yes/please call ahead	After July 1 st
Granton	45	No/No *	After July 1 st
Ladysmith	224	Yes/Yes	After July 1 st
Lake Holcombe	80	Yes/Yes	After July 1 st
Loyal	254	No/No*	After July 1 st
Spencer	222	No/No – call ahead	After July 1 st
Stanley-Boyd	538	No/Yes if called ahead	After July 1 st
Thorp	243	No/Yes	After July 1 st

*Indicates a truck with lift gate is necessary for delivery

Return quote no later than April 30, 2019 via email to 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 .

Sincerely,

Leigh McMahon
Executive Administrative Assistant