



725 West Park Avenue Chippewa Falls, WI 54729 715.723.0341 715.720.2070 (fax)

Where service and leadership unite

April 3, 2018

Dear Vendor,

Attached you will find a copy of our contemplated purchase of data/media supplies for the 2018-19 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.

Return quote no later than April 20, 2018 via email to lmcmahon@cesa10.k12.wi.us .

Include a letter of guarantee stating if there are proven performance problems, you will accept returns for full credit at no cost to CESA 10. Delivery guaranteed between July 1 and August 10, 2018 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