



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

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*Where service and leadership unite*

April 16, 2019

Dear Vendor,

Attached you will find a copy of our contemplated purchase of data/media supplies 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.

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, 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