



COMMUNICATIONS UNIT

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REQUEST FOR A QUOTATION

Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Budget Flyers				
DATE						
ITEM NO	Description	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Printing Services: Product: Flyers Size: A5 Colour: Full Finish: 135gsm gloss Side: Double	10 000				

	Delivery Date: 2 nd May 2018					
	Total					
	NB:					
1	Quote is binding and may not be cancelled					
2	Quote must be prepared on this document					
3	Prices to be fixed and firm in South African Rands					
4	Quote must be emailed to the email address provided above					
5	Indicate items for which you are the sole agent					
6	Quote must include a single price (including delivery cost & warranties)					
7	Quote must be valid for 30 days					
8	Supporting documents are not required					
9	Quotation closing date and time: 30th April 8:00am					