

# Office Supplies Quotation Request

Dear Supplier,

We would like to request a quotation for the following office supplies:

No.	Item Description	Quantity	Unit
1	Ballpoint Pens (Black, Pack of 12)	10	Pack
2	A4 Copy Paper (80gsm, Ream)	20	Ream
3	Staplers (Standard Size)	5	Piece
4	Sticky Notes (3x3 inches)	15	Pad

Please provide your best price, payment terms, and delivery lead time.

If you require any further information, please feel free to contact us.

Your Name:

Company Name:

Email Address:

Additional Information:

**Send Request**

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]