

Request for Quotation: Stationery Products

Dear Supplier,

We are seeking quotations for the following stationery products. Kindly provide your best prices and delivery timelines.

#	Item Description	Quantity	Unit Price	Total Price
1	A4 Copy Paper (80gsm)	20 Reams		
2	Ballpoint Pens (Blue)	100 Pieces		
3	Staplers (Medium)	10 Pieces		
4	Notebooks (A5)	50 Pieces		

Please complete the above and send your quotation to our procurement department by **[Insert Deadline Date]**.

For any inquiries, contact us at **[Insert Contact Email]** or **[Insert Phone Number]**.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]