

# Office Supplies Rate Quotation

| Item Description        | Unit  | Quantity             | Rate per Unit (\$)   | Total Amount (\$)    |
|-------------------------|-------|----------------------|----------------------|----------------------|
| Ballpoint Pen           | Box   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Notebook                | Piece | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Printer Paper (A4)      | Rream | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Stapler                 | Piece | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Highlighter             | Set   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <b>Grand Total (\$)</b> |       |                      |                      | <input type="text"/> |

Prepared By:

Date: