



PURCHASING AND
MATERIALS MANAGEMENT

City of Myrtle Beach
SOUTH CAROLINA

(843) 918-2170
FAX: (843) 918-2182

REQUEST FOR QUOTE

Date: April 14, 2020

The City of Myrtle Beach is interested in obtaining a price quote on the items listed below. Please note that each line item has two options (A&B.) A price for all options must be listed for your quote to be considered.

If you would like to provide a quote, please return this form with your quote information to asowers@cityofmyrtlebeach.com, **NO LATER THAN 2:00PM on Monday, April 20, 2020**. If you have any questions, please call 843-918-2172.

<u>Line Item#</u>	<u>Qty.</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1A	1000	ea	Employee Handbooks <ul style="list-style-type: none"> • All pages on standard #20 white paper (8.5" x 11") • First page printed in full color (single-sided) • Second and third pages printed single-sided (black/white) • Approx. 100 pages printed double-sided (black/white) • Clear plastic front cover • Black plastic back cover with interior pocket for additional papers • Both covers to extend beyond paper measurement to accommodate interior pocket on back cover • Black plastic comb binding 	\$_____	\$_____
1B	1000	ea	Employee Handbooks <ul style="list-style-type: none"> • All pages on standard #20 white paper (8.5" x 11") • First page printed in full color (single-sided) • Second and third pages printed single-sided (black/white) • Approx. 100 pages printed double-sided (black/white) • Clear plastic front cover 	\$_____	\$_____

- Black plastic back cover with interior pocket for additional papers
 - Both covers to extend beyond paper measurement to accommodate interior pocket on back cover
 - **Black metal spiral binding**
- 2A 1 ea Employee Handbooks (price per unit beyond initial order) \$_____ \$_____
- All pages on standard #20 white paper (8.5" x 11")
 - First page printed in full color (single-sided)
 - Second and third pages printed single-sided (black/white)
 - Approx. 100 pages printed double-sided (black/white)
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Minimum quantity required for reorder? _____

Lead time after acceptance of proof? _____

Shipping Cost (29577) \$_____

SC Sales Tax 9% \$_____

CONTINUE ON PAGE 3

Company Name: _____

Authorized Signature: _____

Contact Name: _____

Telephone #: _____

Email Address: _____