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Stationery Supply Proposal

Description

XXX Nigeria Limited requires an a prompt and economical supply of general office stationery and related materials.

Intellect Resources Limited is committed to supply books and general office stationery to XXX Nigeria limited in a prompt and cost effective manner to avoid unnecessary delays in XXX Nigeria Limited service deliveries, office operations, etc.

Objective

- 1. To employ the best practices in the conduct of business
- 2. Supply of goods that meet the requirement of client
- 3. Provide prompt and timely supplies irrespective of client location and status
- 4. Provide a network that ease access to urgent requirement and supplies
- 5. Make available a pedestal for customization of office equipment and preserve identity

Scope Of Service

Our services include but not limited to the following

- Supply of basic office consumables and supplies, mailing supplies, small office electronics, multimedia storage devices, ink and toner supplies and light office machines.
- 2. Supply of academic books ranging from creche to higher education books
- 3. Supply of business and motivational books
- 4. Conferencing and Meeting support services
- 5. Customisation of office equipments and identities
- Library and allied services

Cost Summary

The cost summary of services rendered is provided on client's request.

Delivery

In-stock goods are delivered within six hours after receiving a PO (Lagos only) and within 48 hours outside Lagos.

Closing

We are committed to prompt, timely and satisfactory delivery of goods and services. Our

Sample Proposal For Supply Of Stationery

Kansas. Board of Control of State Charitable Institutions

Sample Proposal For Supply Of Stationery:

Writing Effective Business Letters, Memos, Proposals, & Reports Samuel A. Cypert, 1984 **House Documents** USA House of Representatives, 1871 House documents ,1876 City Record Boston (Mass.),1911 House Documents. Otherwise Publ. as Executive Documents United States. Congress. House, 1875 Report [of] the Select Committee of the <u>United States Senate</u> United States. Congress. Senate. Select Committee on Methods of Business and Work in the Executive Departments, 1888 Senate documents, 1888 Annual Report of the Board of Public Education, First School District of Pennsylvania Comprising the City of Philadelphia Philadelphia (Pa.) Board of Public Education, 1907 **Annual Report of** the Board of Public Education of the First School District of Pennsylvania, Comprising the City of Philadelphia First School District of Pennsylvania (Philadelphia, Pa.) Board of Public Education, 1911 **American Stationer and Office** The American Stationer and Office Outfitter ,1920 Rules of the Board of Education of the Manager, 1920 **City of Chicago** Chicago (Ill.). Board of Education, 1905 Minutes of Proceedings London (England). School Board, 1885 The American Engineer ,1886 **Investors Chronicle** .1977 The City Record New York (N.Y.),1889 The City Record ,1895 Proceedings of the City Council of the City of Minneapolis, 1909 **Biennial Report of the Board** of Control of the State Charitable Institutions of Kansas Kansas. Board of Control of State Charitable Institutions, 1906 The American Stationer ,1879

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