

**Quotation**

Date:29/11/2016.

To,

.....

.....

.....

**Subject:- Quotation for polish of wooden chairs, one round table and doors of library**

**Dear Sirs,**

**Please quote your rates for the polish of following items in the library:**

- 1) Wooden chairs approximately 100**
- 2) Round table one**
- 3) Doors approximately 6 to 8**
- 4) Issue return counter one**

Your quotations should reach this office latest by 5/12/2016 up to 4.00 p m the envelope should be addressed to the Principal. The quotations should be under sealed cover and "Quotations for Polish of Library articles" should be written on the envelop.

:

Thanking you.

Sincerely,

PRINCIPAL