



April 22, 2010

TO: CHAMBER MEMBERS
Via Email or Fax

FROM: HAROLD WILSON
PRESIDENT

RE: **CALL FOR TENDER - STATIONERY SUPPLIES**

The Thunder Bay Chamber of Commerce will be accepting tenders for preparing the Chamber's stationery supplies. The tender will be for a three year period commencing June 1, 2010.

Please prepare your proposal based on the specifications below. All items require the Chamber's full two colour logo - pantone numbers will be forwarded to the successful bidder. Prices should include set up charge. Minimum typesetting per item. Include delivery time.

10 x 13 O.E. Envelopes - 24 lb.
White Kraft 2/0 Quantities: Approx. 2000

9 x 12 O.E. Envelopes - 24 lb
White Kraft 2/0 Quantities: Approx. 5000

9 1/2 x 5 3/4 Envelopes - 24 lb. White Kraft
Quantities: Approx. 1000, 2000, 3000

#10 Window Envelopes O.S.
24 lb. Whitewove 2/0
Quantities: Approx. 3000

#10 Regular Envelopes O.S.
24 lb. Whitewove 2/0
Quantities: Approx. 5000

Letterhead 8.5 x 11
Byronic Arctic White 2/0
Quantities: Approx. 3000

Business Cards (2 x 3.5)
Fusion 180M Britewhite
Quantities: Approx. 250, 500, 1000

The successful bidder must provide proofs prior to printing. We ask that you forward your quotation to our office, Attention: Harold Wilson, President, no later than May 7th at 4:30 pm.

Thank you for your consideration of this call for tender. If you have any questions, or need additional information, please feel free to call the Chamber office at 624-2626.