



To Whom It May Concern:

The City of Dahlonega is requesting quotes on the following items:

#10 Envelopes with the following:

- Left side window
- Security
- City of Dahlonega return address
- City of Dahlonega Postal Permit # printed in upper right corner
- "Utility Bill" printed in bold letters between window and return address

Quantity: approximately 3,000/monthly for 12 months

\$ _____
Per _____

#9 Envelopes with the following:

- No window
- Security
- Three blank lines printed for return address to be filled in
- City address printed on envelope for mailing address
- Box and "place stamp here" message printed in upper right corner

Quantity: approximately 3,000/monthly for 12 months

\$ _____
Per _____

8 1/2 x 11 – 24lb. paper with the following:

- Perforated (3 1/2 inches from bottom)

Quantity: approximately 3,000/monthly for 12 months

\$ _____
Per _____

The quotes would need to arrive at City Hall no later than May 28, 2010 at 2:00 p.m.

The first shipment would need to arrive at City Hall no later than June 21, 2010.

Drafts of each item must be included in proposal.



465 RILEY ROAD • DAHLONEGA, GA 30533 • PHONE (706) 864-6133 • FAX (706) 864-4837



All bidders must comply with the vendor registration/ E-Verify program. Details can be found on the City of Dahlonega website at www.dahlonega-ga.gov under the Business category and then select Doing Business with the City.

Thank you for your assistance in this matter. If you have any questions, please call (706)-864-6133.

Thank you,

A handwritten signature in cursive script that reads "Lou Stewart". The signature is written in black ink and is positioned above the printed name and title.

Lou Stewart
Assistant City Clerk