



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

1. 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
6. 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 professional, dedicated personnel and open-ended service shall keep us above board

Sample Proposal For Supply Of Stationery

Rosina Ehmman



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