

SUPREMEX

ENVELOPE PRICING

NB: All orders need to be processed as listed below for shipping and invoicing.

Envelopes are delivered in increments of **one thousand (1000)** therefore your unit of measure should be **M** and not **box** or **each**. If you only require 500 envelopes (**half of 1000**) then you would enter your unit of measure as **.5** in the quantity and **M** in the **UOM**.

VENDOR = SUPR-001

Your line description should look like this in your requisition:

ITEM DESCRIPTION

9" X 12" non-window envelopes for A. Racine – Room C550

YOUR ACTUAL LINE FOR AMOUNT AND COST SHOULD LOOK LIKE THIS

FOR 500 9 X 12 ENVELOPES:

9"X12" non-window envelopes for A. Racine – room C500 (all) (.5m \$340.38)

PRICES

#10 - with window **\$44.02** per thousand

#10 - non window envelopes **\$37.69** per thousand

9 x 12 - non window **\$340.38** per thousand

9 x 12 - window **\$397.37** per thousand

9 ½ x 14 ¾ - **\$168.48** per thousand

For any questions or concerns please contact the Procurement Department at:

procurement@algonquincollege.com