

Chris Spivy
700 Jones Circle
Lewisburg, Tennessee 37901
June 19, 2018

This letter is a request for proposals for black toner cartridges. The closing deadline is 10: a.m. July 9, 2018.

| Service | Unit Cost | Estimated Total |
|---------|---------------|-----------------|
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| | | |
| | Total | |
| | Tax | |
| | Grand Total | |
| | Delivery Date | |

Marshall County Schools is seeking proposals for Dell high capacity OEM toner cartridges for (200) 2330dn laser printers, (200) 2360dn laser printers, (50) 1720dn laser printers, (300) 2830dn laser printers, and (40) printer drums 10 drums per model list above.

Bids should be sent in a sealed envelope with "Toner Cartridges" on the outside. It should be addressed to Teresa Moses, Finance Department, 700 Jones Circle, Lewisburg, Tennessee 37901.

Sincerely,

Chris Spivy, Technology Supervisor

P.S. If you would like to discuss items in this bid, or need additional information, please call me personally at 931-359-1581 ext 2026.