Document Control **Old Buckenham Parish Council**

This revision adopted 7th November 2024

Meeting minute: 2024.11.11

Next review date: 7th November 2025

Quotation approval

Quotation raised by: Megan Elvin Date: 04/09/2025

Services / product description:
Purchase of Newsletter Paper for Ron Brewer who runs the Old Buckenham Village Newsletter

Brief description of why services / product is required:
25 5 ream boxes of Navigator Expression A4 90gsm paper

Please enter THREE quotations: including Company, Inc or Ex V.A.T., Product code No (if applicable). Delivery times and/or Dates for Services to start and finish work

Quotation 1: Amaxon - £27.69 per box

Quotation 1 Cost Ex VAT: £_____ Inc VAT £692.25

Quotation 2: Euro Office - £30.08 per box

Quotation 2 Cost Ex VAT: £_____ Inc VAT £752.00

Quotation 3: Office Stationary - £33.59 per box

Quotation 3 Cost: Ex VAT: £_____ Inc VAT £839.75

Signed Chair: _____ Date: _____

Signed Vice Chair: _____ Date: _____

Data Protection: *All information from this application form will be stored and managed in line with Old Buckenham Parish Council's GDPR policy, available to view on our website:* http://www.oldbuckpc.co.uk