

**From:** [LLOYD, Diana](#)  
**To:** ["xxxxx@xxxxxxxxxxxxxxxxxxx.xxx"](#)  
**Subject:** Request for quote for branded stationery  
**Date:** Thursday, 24 January 2013 5:03:17 PM  
**Importance:** High

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Good afternoon Brian,

Fair Work Commission is currently in the process of rebranding all of our stationery materials. I have been given your contact details from Roger Mitchell and wondered if you may be able to provide us with a quote on the following:

Business cards

126 kinds

350gsm art board with matt cello

Size – 55mm x 90mm

Full colour

Single sided and double sided

8 kinds – 250 cards

126 kinds – 500 cards

1 kind embossed one side – 500 units

Letterhead – A5

Printed one side, 100gsm bond. 25 kinds

500 pack

1000 pack

One kind, 12,000 units

Letterhead A4

As above in terms of stock and 25 kinds

500 pack, 1000 pack

Envelopes - Black only print

C5 window face, wallet zip seal, white stock

Quotes for 1000, 2000, 5000 units

Pocket c4 plain face zip seal

Yellow/craft stock

Quotes for 1000, 2000, 5000 units

Banker DL plain face lick and stick

Yellow/craft stock

5000, 10,000, 20,000 units

Pocket C4 window face Zip seal white stock

5000, 10,000, 20,000 units.

If you have any questions regarding this please give me a call on 0427 097 628 or contact me at [xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)

I look forward to receiving your quote soon.

Regards

Di

**Di Lloyd**  
Manager Media and Communications

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*Please note as of 1 January 2013 my email address has changed to [xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx) and our website address has been updated to [www.fwc.gov.au](http://www.fwc.gov.au). Please update your records accordingly.*

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