


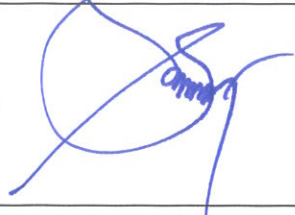

APPROVAL / LOGIC NOTE

Project	Marketing office, Sector-36A,Gurgaon
Subject	Company letter head, Envelope
Supplier/ Vendor	A.S.Enterprises
Date	02-Feb-24
Document Ref No.	Krisumi/ Admin / 2023-24/ 03



There was an urgent requirement of Letterheads and envelopes for Phase-1 &2 customers and day to day requirements for office use. We have printed letterhead through the vendor A.S. ENTERPRISES, who is registered with our company. Artwork and design are approved by M&S team.

Single quotation- Vendor is already registered and done similer work earlier.

SI.No	Description	Unit	Quantity	Rate	Amount
1	Letterhead A4 Size on D.O. Paper 100 gsm	nos	5000	3.00	15000.00
2	Envelope (Plain) Size (10"x4.5")	nos	2000	4.00	8000.00
3	E nvelope Window Size (10"x4.5")	nos	2000	4.50	9000.00
4	Envelope A4 Size (10"x12") closed size on Sunshine Paper 120 gsm	nos	2000	6.50	13000.00
	CARTAGE				1000.00
	TOTAL				46000.00
	GST @18%				8280.00
	GRAND TOTAL				54280.00

		
Ashok Kumar	Tomy Thomas	Manu Gupta

Approved By

	
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