

To
Office in charge,

Subject: purchase rates & working conditions

Respected Sir/Madam,

We are ready to lift/destroy old/obsolete at following purchase rates & working conditions:

PURCHASE QUOTATIONS

S	category	Rate per quintal
1	White waste paper	Rs. 1010-00
2	Colored waste paper	Rs. 410-00
3	File cover	Rs. 160-00
4	Card board	Rs. 30-00

WORKING CONDITIONS

1. Payment of lifted stock will be made after 8 – 10 days from date of lifting as per end user report (having category wise weight details) preferably by digital means.
2. Kindly check with your immediate controlling office any authorization/empanellment of other vendor from their side before calling us.
3. We will visit to lift the disposable old/obsolete records. If you want to take sanction/permission, it should taken before calling.

Kindly consider the above. Thanks and Regards.



Gaurav Singla