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SATCHEL PACKING QUOTE

Satchel Inserts for TheMHS Conference in (City, Date)

- Packing of 800 satchels
- Delivery to Venue, City on Monday date no later than 12 midday
- Empty satchels will be delivered to your premises 2 – 3 weeks prior to our conference i.e. about date. They will arrive packaged in cardboard boxes. The satchels are to be filled with approximately 20 items as below, then re-packaged into boxes for delivery.
- The list of satchel inserts is not yet final. Details will be supplied to you as set out in the listing below. The final list will be supplied to you approx. 3 weeks prior to the conference.
- The list below will be subject to change – i.e. there may be fewer items or there may be more. I understand that the quote may change accordingly.

Number	Insert	Type	Contact Person	Supplier
1	TheMHS satchels	Satchel	TheMHS Office	
2	TheMHS Program Booklet (20+ pages)	Booklet of 20+ pages	TheMHS Office	
3	Not confirmed	TBC	sponsor	
5	Not confirmed	TBC	sponsor	
6	Not confirmed	TBC	sponsor	
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20	Not confirmed	TBC	sponsor	