

SAMPLE NOTIFICATION FORM INSTRUCTIONS

1. Include correct name of product as stated on RFP/bid.
2. The correct and complete RFP/bid number.
3. Item number on RFP/bid – example #4
4. Manufacturers number not your stocking number.
5. Number of items per case – example 12 knives per case.
6. Specification, product data sheet or other information which confirms the submitted product meets RFP/bid specification.
7. Write in delivery date expected to Purchasing - example 2/28/14.
8. Who should we contact if there is a question or concern?
9. Name of company sending the sample?
10. Name of company shipping the sample to warehouse?
11. Contact person's phone number and fax number.
12. Email address of contact person.
13. **Ship your samples** right away to the address listed on the sample form. Samples will not be reviewed if received after the date and time listed in the RFP/bid as the Sample Due date/time. Do not wait for a reply if you send us the sample forms, you are not asking for permission to send samples, but notifying us that you are sending them and providing all required documentation.

Please make sure all samples are identified as detailed in the RFP/bid.

	SAMPLE NOTIFICATION FORM SAMPLES FOR RFP/BID#190102
INSTRUCTIONS: 1. Complete form. 2. E-mail (awatson@escambia.k12.fl.us) or fax (850-469-6271) and Charlene Pinto at (cpinto@escambia.k12.fl.us) completed form along with product specifications. EMAILPREFERRED.	

1. NAME OF ITEM: _____
 2. ESCAMBIA COUNTY RFP/BID NUMBER: _____
 3. ITEM NUMBER ON RFP/BID: _____
 4. MANUFACTURER'S PRODUCT CODE NUMBER AND BRAND NAME: _____
 5. PACK SIZE: NUMBER OF ITEMS PER CASE: _____
 6. SPECIFICATIONS: Attach to this form
 7. EXPECTED DELIVERY DATE TO PURCHASING: _____
 8. CONTACT PERSON: _____
 9. COMPANY NAME: _____
 10. NAME ON SHIPMENT CONTAINER (If different from above): _____
 11. PHONE NUMBER: _____ FAX NUMBER: _____
 12. EMAIL ADDRESS: _____
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SAMPLES SHOULD BE SENT TO:

**Escambia County School District
Food Services Dept.
Suite 112
Attn: Charlene Pinto
30 East Texar Drive
Pensacola, FL 32503**

**Warehouse Phone Number for Delivery Appointment
or Carrier Ticket: 850-429-2974**

MARK OUTSIDE OF BOX: Sample Product for Bid#190102