

SEE BID DOCUMENT FOR INSTRUCTIONS ON WHERE TO  
SEND SAMPLES, PROPER LABELING AND DETAILS.

**SAMPLE NOTIFICATION FORM  
SAMPLES FOR RFP/BID 240402**

**INSTRUCTIONS:**

1. Complete form.
2. E-mail ([ksimmons3@ecsdfl.us](mailto:ksimmons3@ecsdfl.us) and [ejones2@ecsdfl.us](mailto:ejones2@ecsdfl.us) the completed form along with product specification (including pictures or drawings of product)

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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The Bid Tabulation will indicate whether your sample was approved or not.

**SAMPLES SHOULD BE SENT TO:**

**Escambia County School District  
Attn: Elizabeth Jones  
J.E. Hall Center, Suite 112  
30 East Texar Drive  
Pensacola, Florida, 32503**

**Purchasing Phone Number for Delivery Schedule or Carrier  
Ticket: 850-469-6210**

MARK OUTSIDE OF BOX: **Sample Product for Bid#240402**

**Refer to bid document for complete instructions regarding sample submission.**