

# Franklin County Finance Department

Andrea L Smith, Director of Finance

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BID PACKET SIGN-OUT SHEET for the following Bid:

Please provide the following information:

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

THIS INFORMATION IS NECESSARY TO INFORM YOU OF ANY CHANGES TO SPECIFICATIONS OR POSTPONEMENT OR CANCELLATION OF A BID OPENING. THANK YOU FOR YOUR COOPERATION.

Andrea L. Smith, Finance Director

Bid/RFP Packet sent by the following:

\_\_\_\_ Email \_\_\_\_ Fax \_\_\_\_ Mail or \_\_\_\_ Picked Up    Date \_\_\_\_\_ Initials \_\_\_\_\_