

11. LETTER TO COMPANY WITH EXECUTED AGREEMENT

BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

OFFICE OF PURCHASING

213 PALAFOX PLACE, 2nd Floor

P.O. BOX 1591

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<http://www.myescambia.com/departments/purchasing>

CLAUDIA SIMMONS
Purchasing Manager



(Date)

(Contact Name)

(Company Name)

(Company Address)

(City, State, Zip)

Re: Agreement with Escambia County for (Name of Project), PD XX-XX.XXX

Dear Ms./Mr. _____:

Please find attached, a fully-executed original Agreement and Purchase Order regarding the above referenced project, that was awarded by the Board of County Commissioners on (Month, Day, Year.)

Please feel free to call (Purchasing Agent's Name/Title) (Purchasing Agent's Phone Number) if you have any questions or if you need any assistance.

Sincerely,

Claudia Simmons
Purchasing Manager

CS/Initials:initials

Attachments

(H:\PR\MAST_DOC\UniformContractVoll\StandfrmMemos,LettersforContractDistribution\Ltr.to.Co.with.Executed.
Agreement(11).doc)

Rev 3/1/08