

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#230302**

**INSTRUCTIONS:**

1. Complete form.
2. E-mail Allison Watson at: [awatson@ecsdfi.us](mailto:awatson@ecsdfi.us) and Elizabeth Jones at: [ejones2@ecsdfi.us](mailto:ejones2@ecsdfi.us) the completed form along with product specifications.

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: Elizabeth Jones  
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#230302 - Paper Products & Cleaning Supplies for  
School Cafeterias**