



ABC Contractors Inc  
55 Main Street Sometown, PA 99999  
(555) 555-5555

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Tuesday, June 5, 2012

**To:** Architects R Us  
243 Terrace Way  
Sometown, US 55555-2345

**Attn:** Jane Doe

**Re:** Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Ms. Doe:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves the right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith



ABC Contractors Inc  
55 Main Street Sometown, PA 99999  
(555) 555-5555

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Tuesday, June 5, 2012

**To:** Brown Contruction  
810 Tree Street  
Anywhere, US 55555-5551

**Attn:** Tim Brown

**Re:** Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Mr. Brown:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves the right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith



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Tuesday, June 5, 2012

**To:** General Contractors, Inc.  
7200 Seaview Terrace  
Anywhere, US 55555-6987

**Attn:** Greg Towne

**Re:** Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Mr. Towne:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves the right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith



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(555) 555-5555

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Tuesday, June 5, 2012

**To:** Sample Company  
55 Lakeview Drive  
Sometown, US 55555-5555

**Attn:** Tom Smith

**Re:** Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Mr. Smith:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves the right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith