

10. LETTER TO COMPANY FOR EXECUTION OF AGREEMENTS

**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA**

OFFICE OF PURCHASING

213 PALAFOX PLACE, 2nd Floor

P.O. BOX 1591

PENSACOLA, FL 32591-1591

TELEPHONE (850) 595-4980

(SUNCOM) 695-4980

TELEFAX (850) 595-4805

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

CLAUDIA SIMMONS
Purchasing Manager



(Date)

(Contact Name)

(Company Name)

(Company Address)

(City, State, Zip)

Re: Agreement between Escambia County for (Project Title) (PD XX-XX.XXX)

Dear Ms/Mr. _____:

Enclosed are two (2) original Agreements for your execution and return to the Office of Purchasing. We will forward you a fully executed@ original when the process is complete.

If you have any questions or need assistance, please feel free to call (Purchasing Agent's Name/Title) at (Purchasing Agent's Phone Number).

Sincerely,

Claudia Simmons
Purchasing Manager

CS/Initials:initials

Enclosure

c: (Name), (Title), (Dept.) (w/o attachments)

(H:\PR\MAST_DOC\UniformContractVolII\StandfrmMemos,LettersforContractDistribution\Ltr.to.Co.for.Execution.of.Agreements(10).doc)

(Rev 3/1/08)