

SAMPLE NOTIFICATION FORM  
INSTRUCTIONS

1. Include correct name of product as stated on 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. Net weight, number of portions per case and portion size – example 100/3.96 oz or 300/5 nuggets.
6. Name of company that packed the product
7. State what country this product was packed – example USA or China.
8. Nutrition Fact Sheet.
9. Specification, product data sheet or other information which confirms the submitted product meets bid specification.
10. Write in delivery date expected to our warehouse - example 2/28/12.
11. Who should we contact if there is a question or concern?
12. Name of company sending the sample?
13. Name of company shipping the sample to warehouse?
14. Contact person's phone number and fax number.
15. Email address of contact person.
16. **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 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.