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MEMORANDUM

TO: Potential Paper and Printing Vendors
DATE: December 3, 2014
FROM: Shawna Bongard
RE: 2015 Paper Bid

Enclosed is "Request for Quotation" information for Sauk County government, for the calendar year 2015. We've sent you this request because in the past you've expressed an interest in being involved in our annual bidding process. If you no longer wish to participate, please let me know and I will remove the name of your organization from our list.

We are looking forward to reviewing your bid.