Good Afternoon,

Project Number: **AAA-04-07-2016**

Project Title: **Trade Ads**

SBD is in the process of placing a small business measure on the subject project but we need your help. Please review the information below and respond accordingly, ensuring that all applicable questions are answered.

**The deadline to respond is 3:35 PM, MONDAY, April 11, 2016.**

**AAA-04-07-2016** will be for the sourcing of custom trade advertisements. In addition to the attached specifications and a sample proof, vendors are required to comply with the following additional specifications below:

- Custom advertisements for industry trade publications and magazines (i.e., Billboard magazine).
- Advertisement message will vary, depending on the artist, occasion, and publication.
- Proofs/mock ups of advertisements, which must be approved in writing by designated employee(s).
  - The proof/mock up must be sent electronically (via email, as a PDF attachment) within 5 days of request.
  - If the proof/mock up requires editing, the proof/mock up must be revised with such edits and resent electronically (via email, as a PDF attachment) within 2 days of communicating the edits.
  - Advertisements must be sent to print within 2 days of final approval.

Please review the attached document and advise if your firm can provide the item(s) requested by placing a check mark next to each item in which your firm is able to provide.

**Name of Firm:** ____________________________ **SBE/GS Certification #:** ________________

**Owner’s Name:** __________________________ **Contact Person:** _________________________

**Date:** ____________________________ **Contact #:** ____________________________ **Email:** ____________________________
PLEASE REMEMBER THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR SBD TO PLACE SMALL BUSINESS MEASURES ON CONTRACTS.

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“Help stimulate Miami’s economy by supporting Small Businesses”