

*Leland School District  
408 East Fourth Street  
Leland, Ms 38756*

*Office Phone: (662) 686-5000*

*Fax: (662) 686-5029*

**SPECIFICATIONS FOR SENIOR ANNOUNCEMENTS AND INVITATIONS  
2021-2022 SCHOOL YEAR**

If students decide to get itemized packages instead of customized packages, a \$5.00 fee which will be paid to the school's activity fund must be added.

A delivery list must be submitted to the administrative office after collections of deposits of orders are entered. An adjusted delivery list must be submitted to the administrative office at the end of the school year.

A disclosure statement must be submitted to parents informing them that a portion of the sales price of the Announcement/Invitation package will be contributed to the school's activity fund.

The specifications and conditions of this bid are intended to promote competition to the maximum extent practicable.

In submitting these prices for **Announcements and Invitations** for the **2021-2022** school years, it is understood by the bidder that all prices quoted therein are firm prices until June 30, 2022. Samples will be provided upon request. Bid prices have been reviewed and are correct as written. All prices quoted are to be FOB Leland School District, Leland, Mississippi 38756.

New vendors are required to furnish references upon request. **All bids must be in sealed envelopes clearly marked "Senior Announcements and Invitations Bid" on the outside of the envelope. All bids have to be turned in by Monday, July 26, 2021 before 3:00pm.**

The Board of Trustees reserves the right to reject any and all bids and to waive any and all formalities. Upon receipt of the bid the Board of Trustees may take bids under advisement for detailed evaluation. Please return this page with bid package.

\_\_\_\_\_  
Company

By: \_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Name of Representative (Please Print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax