

Sealed Bid Sticker Instructions

General: This sticker will be attached to the sealed bid envelope prepared by the Bidder. It will alert our mail and office staff that the envelope should not be opened.

Procedure:

1. Format the sticker so as to assure uniform arrangement and appearance with the Bureau's standard. (Note: Two stickers are printed per page.)
2. Fill in the fields.
3. Print on a "peel-off," "sticky back" stock.
4. Insert a white copy of this sticker with the bidding documents.