



January 6, 2011

RE: Request for Bids – Maynard Town Report

Dear Prospective Bidder:

There is enclosed for your information a copy of the Bid Specifications for the Printing of the 2010 Town of Maynard Annual Report. This will serve to invite your firm, with which the Town has worked successfully in the past, to submit a bid proposal for this work. If there are any questions about the bid specifications or the bid form, please feel free to call this office for clarification.

We look forward to receiving a bid proposal from your firm to print our 2010 Annual Town Report.

Sincerely,

Michael J. Sullivan  
Town Administrator

Enclosure: