



TO: _____
ADDRESS: _____

DATE: _____

NOTICE OF INTENTION TO APPOINT OFFICIAL SUPPLIER OR SUPPLIERS FOR STUDENT PURCHASES AT _____ SENIOR HIGH SCHOOL, FOR GRADUATING CLASS OF _____

Representatives of the above class, and their faculty advisors, are interested in reviewing merchandise of the following type: Class Jewelry _____ Senior Invitations _____

Appointments for interested vendors will be arranged for the days _____ of _____, _____ (Month), _____ (Year).

Vendors may call or write _____ (Name of Individual)

Address _____ Phone _____
to arrange for a specific appointment to display wares and discuss their products with school and student representatives. If the school receives no response to this invitation it will be assumed that the vendor is not interested.

Subsequent to such appointments, vendors will be expected to submit sealed proposals, on attached form, for consideration by the committee. Proposals should be directed to:

_____ and will be opened publicly and recorded for appraisal at _____ on _____ (Hour) _____ (Date).

Announcement to appointed supplier, or suppliers will be made within five (5) days thereafter.

With regard to jewelry, the school is tentatively interested in:

- 1. New rings of existing design _____
- 2. Rings of new design originated by the school _____
- 3. Original designs proposed by jeweler _____

On appointment as official supplier, the vendor may request assignment of a time and space for soliciting orders direct from students. It will be the responsibility of the vendor to take all orders and make all collections directly from each student, and to make delivery of all merchandise to individual students.

No commission or benefit of any kind is expected or permitted on the part of the school, school employees, or students.

In appointing an official supplier the committee of students and advisors will base their decision on factors such as style, design, quality of workmanship and service, as well as relative prices.

TO: _____ SENIOR HIGH SCHOOL
 ADDRESS: _____

In accordance with the invitation of _____ (date), the vendor below has presented the requested items to the student selection committee and submits the following prices for respective items:

CLASS RINGS:

Schools may purchase rings of existing design or submit a new design.

MODEL NAME	OPEN BACK 10K	D.W.T.		RING PRICE	
		F	M	F	M
	Large Rectangle				
	Medium Rectangle				
	Small Rectangle				
	Petit Rectangle				
	Large Round				
	Medium Round				
	Small Round				

MODEL NAME	CLOSED BACK 10K	D.W.T.		RING PRICE	
		F	M	F	M
	Large Rectangle				
	Medium Rectangle				
	Small Rectangle				
	Petit Rectangle				
	Large Round				
	Medium Round				
	Small Round				

MODEL NAME	OPEN BACK 14K	D.W.T.		RING PRICE	
		F	M	F	M
	Large Rectangle				
	Medium Rectangle				
	Small Rectangle				
	Petit Rectangle				
	Large Round				
	Medium Round				
	Small Round				

MODEL NAME	CLOSED BACK 14K	D.W.T.		RING PRICE	
		F	M	F	M
	Large Rectangle				
	Medium Rectangle				
	Small Rectangle				
	Petit Rectangle				
	Large Round				
	Medium Round				
	Small Round				

Rings Other Than Gold: Attach price list by ring sizes and gender.

General Specifications:

1. All vendors are to guarantee that their alloyed gold will meet Federal standards.
2. All stones are to be guaranteed either natural or synthetic. (No glass type stones are acceptable).
3. All jewelry is to be guaranteed free of defects in workmanship and material on delivery.
4. Specify method of manufacture: Die Struck _____ Molded _____

