

ADDENDUM NO. 1
REQUEST FOR QUOTATION

District of Summerland Communications Design

To all Bidders:

November 28, 2017

The following changes/deletions/additions are hereby made as part of the Request for Quotation document for Communications Design:

Schedule A All templates that will be edited by the District will need to be compatible with Microsoft Office's suite of programs (i.e. Word, Publisher, ppt, etc.).

Schedule B The Description of Works 1st line item should incorporate all those stated in Schedule A and should now read:

1. Design of a suite of communication templates for: brochures (2 and 4 pages in length), informational items, reports, email signatures, letterheads, a newsletter, **ppt presentation templates** and **online and editable PDF Application Forms**.

All Bidders shall acknowledge receipt and acceptance of this Addendum by initialing below and submitting this initialed Addendum with their quote. Quotes submitted without this Addendum may be considered incomplete.

Andreas Boehm
Economic Development Project Manager

Bidder's Initials _____