



April 30, 2018

Indiana Printing Publishing Co.
899 Water Street
Indiana, PA 15701

Dear Mr. Donnelly:

I am pleased to inform you that Indiana Printing Publishing Company has been awarded Contract Number DTCC18003-DTCCWDPRT.

Enclosed are two (2) copies of our contract form that must be completed and returned to the attention of Christine Gillan, vice president for strategic communication and marketing, prior to May 8, 2018. The contract form MUST have the signature of a representative who has the legal capacity to enter your organization into a formal contract with Delaware Technical and Community College and you must provide therewith a copy of your Delaware Business License. One copy of the fully executed contract form will be returned for your records.

The awarded vendor(s) will be required to complete the new W-9 Form by visiting the State of Delaware, Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form. The College will not be able to purchase if this is not completed and accepted by the State of Delaware, Division of Accounting. If you need assistance or have questions, please contact 302-734-6827, or fax your inquiry to 302-736-7909.

We appreciate your interest and look forward to working with you.

Sincerely,

Signature on File

Dr. Mark T. Brainard
President
Delaware Technical and Community College

OFFICE OF THE PRESIDENT

P.O. Box 897, Dover, DE 19903 | 302.857.1600 | www.dtcc.edu

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