

***Invitation to Bid***  
**Marathon Construction Company**

**Joe's Millwork**  
**1234 E. 5th Ave**  
**Denver, Co 80000**  
**Attn: Joe Doe**

**Date: May 14, 20##**

**Project : Sample Residence**  
**Anywhere, CO 80000**

**Bid Due : June 14, 20##**  
**Time : 2:00 PM**  
**Type : Competitive**

**Estimate: Sample1 Estimator : REXD**  
**Proj. Mgr.: TBD**

**Phone : (123)456-7890**  
**Fax : (123)456-7891**

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**Special Instructions:**

The following trades have plans ready for immediate pick-up at our office:

Cabinet & Millwork, Finishes, Plumbing, HVAC

All other trades must view plans in our office plan room.

Bid to include all millwork and trim, wood and plastic laminate cabinets, and wood shelving for this project. Our intent is to have one company to manufacture and install the cabinets and millwork on this job. Please specify if your intent is to bid on the whole job or portions of the job.

If there are any questions concerning this project please submit a Request for Information. Our response concerning those requests will be within 24 hrs on most questions. If the information is unavailable within 24 hrs we will let you know the time we will have that information.

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Please e-mail or Fax your response to the following:

Marathon Construction Company  
Attn: Rex Davis  
e-mail: rdavis@marasys.com  
Fax#: (123)456-7891

1 - I am interested bidding this project ..... YES \_\_\_\_ NO \_\_\_\_

2 - Please have my plans ready for pickup .. YES \_\_\_\_ NO \_\_\_\_

Company: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_