



SAMPLE SUBMITTED VENDEX MEMORANDUM

AVAILABLE ON THE

OFFICIAL NEW YORK CITY WEB SITE

http://www.nyc.gov/html/selltonyc/pdf/memorandum_2006.pdf

MEMORANDUM

To:	_____
Agency:	_____
<hr/>	
From:	_____
Organization:	_____
EIN#:	_____
	(Contact Name (PIN))
Regarding:	_____
Date:	_____

Please be advised that as of _____ (Date), we have sent
(check one)

New VENDEX forms

Changed VENDEX forms

to the Mayor's Office of Contract Services, VENDEX Processing Unit, 253 Broadway,
9th Floor, New York, N.Y., 10007