



**School Administrative Unit #31**  
**Newmarket School District**  
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Susan Givens, Ed. D.  
*Superintendent of Schools*

Erica MacNeil  
*Student Services*

MEMO

June 8, 2020

To: Sundance Signs

From: Dave Jack, Interim Business Administrator

RE: Jr/Sr High School Illuminated Sign

At the June 3<sup>rd</sup> School Board meeting the board awarded the Newmarket Jr/Sr High School Illuminated Sign bid to Sundance Signs. Congratulations on winning the bid for the illuminated sign. In order to add you as a vendor we need to have your current W9 and your insurance policy naming Newmarket School District as the additional insured. For questions, please contact me at:

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Interim Business Administrator  
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