

# ATTACHMENT 1

## SAMPLE OF ACCEPTABLE LEASE

(DATE)

(VENDOR NAME AND ADDRESS)

Re: Lease Agreement for Supplying Printing

Dear \_\_\_\_\_:

Included in with this Request For Quote (RFQ) is a sample of an acceptable lease covering the requirements of the Pennsylvania Liquor Control Board.

In order for proper execution of this lease, the lease requires signature by the president, or vice president, and it must be witnessed by your secretary, assistant secretary, treasurer or assistant treasurer. The title of the individual attesting to the signature MUST show on the same line as the attesting signature. (Example: A Joseph Citizen / Corporate Secretary).

Alternatively, if a person other than the aforementioned officers is executing the contract, the person signing must have specific authorization from the corporation's board of directors to sign. Failure to include a copy of the appropriate authorization, if required, may result in the rejection of the lease, unless the Pennsylvania Liquor Control Board has a copy on file.

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at 717-XXX-XXXX; fax 717-783-8927.

Sincerely,

(PURCHASING AGENT NAME)  
(TITLE)

Enclosure