

**Duane Tarrant**  
Assistant Finance Director  
**Cynthia Summers**  
Accounts Payable Clerk  
**Rebecca Burch**  
License Inspector  
**Erica Canty**  
Revenue Collector  
**Constance McMichael**  
Purchasing & Finance Clerk



**Carrie W. Johnson**  
MBL, CPFA, CMC  
Finance Director  
City Clerk/Treasurer  
BUS# (803) 539-3750  
FAX# (803) 533-6007

## **City of Orangeburg South Carolina**

May 25, 2012

The following specifications need to be met for the City of Orangeburg Business and Professional License Ordinance book:

- 25+/- Pages (Front and Back)
- Books should measure 4 inches in width; 8 ½ inches in length
- Black and White Pages
- Inside front cover should contain listing of City Officials (to be provided)
- Outside back cover should contain City Seal (to be provided)
- All documents that should be contained within the book will be sent via email
- Should be shrunk from original format to fit the desired size
- If Bid is awarded, bring sample of Card Stock for cover and paper so that colors can be chosen.

Before the books are printed, a sample copy should be given to proof. An older version of the book can be used as a sample copy to be used as a guide. If you would like to see this book please contact me or stop by the office.

Bids should be submitted on or before Monday, June 11, 2012 by 12 noon. If you have any questions I can be reached at (803) 539-3719 or emailed at [cmcmicheal@orangeburg.sc.us](mailto:cmcmicheal@orangeburg.sc.us).

Thanks,

Constance McMichael

