1. The GSA Multiple Award Schedule (MAS) program has recently experienced a tremendous increase in new offers. Due to the large number of new offers currently in process, it could take up to 9 months before your offer is reviewed.
2. All letters submitted to GSA (including Letters of Supply) must be on company letterhead and in a formal business letter format (which shall include the minimum elements below):
   * Letterhead
   * Date
   * Inside Address
   * Subject/Reference Line
   * Body
   * Signature ( and underneath the signature the Printed Name, Title of Signer, Company Name)
3. All Letters of Supply must be signed by the Manufacturer offering the product, and by a company official whom can bind the company.

1. If you are submitting a Test Certification with your product submission, the certification must be signed and dated by a company official of  the manufacturing firm offering the product that was tested (reference pages 8 and 9 of the Technical Requirements Document).