[INVITATION TO QUOTE / REQUEST FOR PROPOSAL]   
ADDENDUM #[Insert number]

[Insert Date]

***Meeting the Needs of Our Communities***

**[RFP or ITQ] INFORMATION**:  
 Name: **[Insert Scope of Services – From Title Page of RFP/ITQ]**

Project Location: [Insert Project Address and City]

Issued Date: [Enter Date Original ITQ/RFP Issued]

Project Reference: #[Insert AHMA Reference Number]

Please be advised of the following changes/clarifications to the above-noted document.

1. **Specifications**
   1. **[Enter Section Number: - example: Section 085313 – Vinyl Windows & Doors**

[Describe replaced/fixed text - example: Revise clause 2.1.3 to read: “.3 All windows must meet the performance grade of PG40.”]

1. **Drawings and Details**
   1. **[Enter Drawings/Details Numbers:]**

[Describe replaced/fixed text]. ]

**Attachments:** [Insert Attachment Numbers and Page Total]

**- End of *Addendum #[Insert Number]* -**