**DATE:**      

**ARCHITECT / ENGINEERING SERVICES**

**PROJECT NAME:**

**PROJECT NUMBER:**

**PROJECT LOCATION:**

**DESCRIPTION OF PROJECT:**

**DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT:**

**ANTICIPATED CONSTRUCTION COST RANGE:**  $

**ADDITIONAL SHORT-LIST CRITERIA:**      

All written communications with parties submitting information **WILL**  **WILL NOT**  be via email.

**RESUME DEADLINE DATE:**       **TIME:**       **NUMBER OF COPIES:**

Agency **WILL**  **WILL NOT**  accept submittals via email. Submittals via email shall be in a Portable Document Format (.pdf).

**agency/OWNER:**

**agency project coordinator:**

**TITLE:**

**ADDRESS: Street/PO Box**:

**City:**       **State:** **ZIP:**      -     

**EMAIL:**

**TELEPHONE:**       **FAX:**

INSTRUCTIONS TO THE AGENCY:

1. Advertisements are due by 12 noon each day for that evening’s edition of SCBO.
2. To submit and advertisement for publication, fill out this form, save to your computer and attach to an email submitted to [SCBO@mmo.sc.gov](mailto:SCBO@mmo.sc.gov). Receipt of your advertisement request will be confirmed by return email.
3. Please check your ad in SCBO after it is published to ensure it has been included and that the information reflected is correct.
4. You can include any information you wish. One way to do this is to unprotect this document. If you want to be able to tab through the fields, you must have enforcement of the protection start again once you made your change(s). Starred item are required fields and must be completed to creating a SCBO advertisement.
5. Buyers: You can download this form to your computer to a SCBO folder and complete and save the form as a template. (Applicable fields would include buyer name, agency address, etc.) Each time you open it, do a ‘save as,” rename the file and place it in your SCBO folder. This should make the process less labor intensive.
6. Please share any comments or ideas at the following link: <http://procurement.sc.gov/PS/ccs/MMO-ccs-index.phtm>