Sample Certificate of Service -- Size Appeal

Certificate of Service

I hereby certify that on [date]_____, I caused the foregoing Size Appeal to be served by:

[ ] sending a copy by facsimile
[ ] personally delivering a copy
[ ] placing a copy in the mail OR
[ ] giving a copy to a delivery service

upon the following:

The Contracting Officer
Address
FAX #, if serving by facsimile

The Protested Concern
Address
FAX #, if serving by facsimile

The Protestor
Address
FAX #, if serving by facsimile

The SBA Area Director who issued the size determination
Office of Government Contracting -- Area ___
U.S. Small Business Administration
Address
FAX #, if serving by facsimile AND

Associate General Counsel for Procurement Law
Office of General Counsel
U.S. Small Business Administration
409 3rd Street, SW
Washington, DC 20416
FAX # (202) 205-6873

[Your Signature]_____
[Your Name]
[Your Title]
[Name of Party serving this document]