

Attachment A - Example Substitution Request Form	
Instructions	
<p>1) Substitutions <b>must</b> be intended for the duration of the contract and affect all Fresh Bread products ordered after the effective date.</p> <p>2) Substitutions <b>must</b> meet the minimum specifications of the original Fresh Bread product including but not limited to flavor profiles and nutritional content.</p> <p>3) Substitutions <b>must</b> be provided at the same or lower cost as the item being substituted.</p> <p>4) Contractor <b>must</b> attach data sheets for the substituted product and the new product.</p> <p>5) If the substitution affects a current purchase order, Contractor <b>must</b> attach documentation from Purchasing Entity verifying their approval of the substitution.</p>	
Date Request Submitted: _____ Request Submitted By: _____ <div>(Signature in Ink)</div>	
Contractor Name & Business Address: _____	
Current Volume Of Product Per Month: _____	
Current UPC Number: _____ Proposed UPC Number: _____	
Current Brand Name: _____ Proposed Brand Name: _____	
Current Brand Price & Unit of Measure: \$ _____ Proposed Brand Price & Unit of Measure: \$ _____	
Does the new brand meet the minimum specifications of the current product? Yes or No	
Is this a temporary or permanent substitution? Temporary or Permanent	
ITEM NUMBER, ITEM DESCRIPTION, AND REASON FOR PROPOSED NEW PRODUCT:	
PURCHASING ENTITY WITH BIGGEST PURCHASE VOLUME	
Date Approved: _____ OSP Buyer Signature: _____	
Date Approved: _____ OSP Team Manager Signature: _____	