|  |  |  |
| --- | --- | --- |
|  |  | Real Estate and Leasing Services Lease AdvertisementSample Format |

The following is an example of information to be provided to a publication.

* Use abbreviations as appropriate in the text of ad.
* Clauses in [ ] are optional.
* Refer to Instructions to the Sample Advertisement for specific information.

**ADVERTISING COPY**

**REQUEST FOR PROPOSALS**

The State of Oklahoma, on behalf of      , wishes to lease approximately       net usable square feet of       space in       (within a      -mile radius of      ). Initial proposals must be submitted in writing by the close of business       to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|       |  |       | ( |       | ) |
| Agency contact |  | Address |  | Phone and fax |  |
| These proposals are for consideration only. The state will negotiate with one or more respondents on a possible lease. |
| TO BE PUBLISHED IN: |
|       |  |       |  |       |  |       |
| Name of newspaper |  | Day and date of publication |  | Section of each publication in which ad is to be placed |
|       |  |       |  |       |  |       |
| Name of newspaper |  | Day and date of publication |  | Section of each publication in which ad is to be placed |
|       |  |       |  |       |  |       |
| Name of newspaper |  | Day and date of publication |  | Section of each publication in which ad is to be placed |
| Please send a copy of the tear sheet and invoice to: |
|       |
| (Agency name and division) |
|       |
| (Agency contact name) |
|       |
| (Agency P.O. Box or street address) |
|       |
| (City, state, ZIP) |
|       |
| (Email) |