

Tommy Jones

From: Firehouse Subs Public Safety Foundation <foundation@firehousesubs.com>
Sent: Thursday, March 24, 2016 11:40 AM
To: Tommy Jones
Cc: Mike Criswell; SIG; foundationteam; Sheri Kohler; Ty Lowry
Subject: APPROVED: Firehouse Subs Public Safety Foundation Grant
Attachments: Foundation Logo jpg-RGB.jpg; Foundation Logo-VectorCMYK.ai; Foundation Logo-VectorCMYK.eps

Dear Tommy,

Thank you so much for your grant submittal to the Firehouse Subs Public Safety Foundation. We are pleased to announce that the Foundation Board of Directors has awarded the **Griffin Fire-Rescue** the requested **seven automatic defibrillators** valued at up to **\$15,770.25**.

We encourage you to print this email for ongoing instructions of the procurement/purchasing process.

The process for purchasing and taking delivery of equipment will be implemented in one of two ways:

1) Our Foundation Team will purchase the requested equipment based on your submitted quote

- The vendor will ship the equipment directly to your organization
- **VERY IMPORTANT:** upon delivery, you will need to send a signed & dated copy of the packing slip to our Foundation via e-mail (procurementfoundation@firehousesubs.com) or fax (904) 886-2111 (Please note: our accounting department requires this documentation prior to paying invoices) .

OR . . .

2) Our Foundation Team will draft a memo of understanding for both parties to sign, our Foundation will then send your organization a check directly.

- **VERY IMPORTANT:** Once the items have been received, you must send us all invoices signed and dated for auditing purposes to our Foundation via e-mail (Foundation@firehousesubs.com) or fax (904) 886-2111

NOTE: It will be up to our Foundation to determine which procurement method will be used. Our team will be reaching out to you (**within 10 weeks**) to begin the procurement process. If you do not hear from our team within 10 weeks, please email procurementfoundation@firehousesubs.com.

We may also be in touch to plan a dedication event/press event or other acknowledgement of the grant award. Please note that the event may acknowledge multiple grant recipients.

We ask that any immediate media announcements from your organization regarding the grant award be approved by our Foundation. If you choose to draft a media announcement please send it to Firehousesubs@zimmerman.com cc: Foundation@firehousesubs.com for approval.

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It is an expectation that your organization acknowledges the grant by displaying our Foundation logo on granted items/equipment whenever possible. Our Foundation logo is attached for your convenience. Please note that the final artwork will need to be approved by our Foundation team before being displayed.

We are very excited about being able to assist your organization and ultimately improve the life-saving capabilities of your community. We'll be in touch as we go through this process.

Warmest Regards,

Firehouse Subs Public Safety Foundation

Follow us on Twitter: @SavingLives

foundation@firehousesubs.com | FirehouseSubs.com/Foundation
p) 904.886.8300

3400-8 Kori Road
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The Firehouse Subs Public Safety Foundation is dedicated to improving the life-saving capabilities and the lives of local heroes and their communities.

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