

CERTIFICATE OF SERVICE

I hereby certify that on \_\_\_\_\_ [date], I served the foregoing by \_\_\_\_\_  
[method of service, e.g., email, facsimile, mail, hand delivery] upon the following:

[Opposing Party's Counsel]<sup>1</sup>  
[Firm Name]  
Counsel for [Opposing Party]  
[Firm's City, State Zip]  
[Counsel's Email or Fax Number]

[Contracting Officer's Name], Contracting Officer  
[Procuring Agency]  
[Procuring Activity]  
[Procuring Activity Address]  
[Contracting Officer's Email or Fax Number]

[Other Parties, if applicable]

[Name], Director  
Office of Government Contracting  
U.S. Small Business Administration  
Washington, DC 20416  
[Director's Email or Fax Number]

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[Your Signature]

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[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email or Fax Number]

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<sup>1</sup> If the opposing party is unrepresented by counsel, serve the opposing party.