Once logged into FLIM and you are ready to print each bid, select the bid you would like to print. It should look similar to this page.

Scroll down to the bottom of the page and click the blue PRINT button
This will open up a separate window and you will be able to print the entire bid. The order will be as follows:

- IM1
- IM5
- IM8
- IM4
- IM7
- IM12
- Attachments (excluding Bid Deposit and Assessment Fees- IM2 and IM13)
  - Place Bid Deposit and Assessment Fees (IM2 and IM13) in separate envelopes and ship together.

**SENDING HARD COPIES TO DOE:**

Please keep each bid in this order to ensure a smooth bid opening process.

**Don’t forget to print your attachments!!**

Keep all bids in order of their bid number when packaging them to send.

Please Label all boxes as follows:
ATTN: Instructional Materials
325 West Gaines St. Suite 424
Tallahassee FL 32399