



DEPARTMENT OF THE NAVY

NAVY EXCHANGE SERVICE COMMAND
3280 VIRGINIA BEACH BOULEVARD
VIRGINIA BEACH, VA 23452-5724

IN REPLY REFER TO:

Ser K / 09-03
20 Mar 09

Dear Prospective Contractor / Business Partner:

Thank you for your interest in the Navy Exchange Service Command (NEXCOM) and the Navy Exchange System. If your firm is interested in selling items and/or services to us, please refer to information on this website on doing business with us. After reviewing the guidance on our website, if you are interested in doing business with us, please e-mail information about your company and the items and/or services you would like to offer to:

[<small_business_office@nexweb.org>](mailto:small_business_office@nexweb.org)

Your email should describe your firm's capabilities and interest and include other information such as mailing address, phone and fax numbers, e-mail address, DUNS number, web site URL, etc. If you propose an item intended for resale to our customers, also indicate if for land based Navy Exchange stores and/or for Ships Stores Afloat. If the item or service is not for resale but for direct use in operating our business, please so indicate. If you are interested in operating a concession, indicate the type and geographic location(s) of interest.

Avoid sending pictures or large attachments as oversized e-mails will be delayed or could be rejected by our e-mail server and/or firewall systems. Also, do not include any HTML content in your e-mails to us as security restrictions will cause all such content to be removed before your e-mail will be delivered. Although you may also send us documents by regular mail or other courier (to the below address), we much prefer electronic communication.

Navy Exchange Service Command
3280 Virginia Beach Blvd.
Virginia Beach, VA 23452-5724
Attn: Code K - Small Business Office

Your offer will be reviewed and generally you may expect a response within fifteen business days.

Sincerely,

A handwritten signature in black ink, appearing to read "A. M. Diaz", is written over the typed name.

A. M. Diaz
Vice President, Corporate Contracts