

**Sample Certificate of Service -- NAICS code Appeal**

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**Certificate of Service**

I hereby certify that on [date]\_\_\_\_\_, I caused the foregoing NAICS code Appeal to be served by:

- sending a copy by facsimile
  - personally delivering a copy
  - placing a copy in the mail
  - giving a copy to a delivery service
- OR

upon the following:

The Contracting Officer  
Address  
FAX #, if serving by facsimile

Associate General Counsel for Procurement Law  
Office of General Counsel  
U.S. Small Business Administration  
409 3rd Street, SW  
Washington, DC 20416  
FAX # (202) 205-6873

[ Your Signature ] \_\_\_\_\_  
[ Your Name ]  
[ Your Title ]  
[ Name of Party serving this document ]