



**Financial Services  
Purchasing Division**  
215 North Mason Street  
2nd Floor  
PO Box 580  
Fort Collins, CO 80522  
**970.221.6775**  
970.221.6707 - fax  
[fcgov.com/purchasing](http://fcgov.com/purchasing)

September 8, 2010

Timber Framers Guild  
Attn: Mr. Joel McCarty  
P.O. Box 295 - Mechanic Street  
Alstead, NH 03602

RE: Miscellaneous Services Agreement

Dear Mr. McCarty:

Enclosed please find your copy of the signed documents and purchase order 9104721 for the above-mentioned matter.

Sincerely,

A handwritten signature in black ink that reads "James B. O'Neill II". The signature is fluid and cursive, with a large initial "J" and a stylized "O'Neill".

James B. O'Neill II, CPPO  
Director of Purchasing and Risk Management


Encl: Agreement, Purchase Order

JBO:jkb



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**LETTER OF TRANSMITTAL**

To: Michelle Provaznik, Horticulture Facility/Services Administration  
From: John D. Stephen, CPPO, LEED AP, Senior Buyer   
Date: September 8, 2010  
Re: Miscellaneous Services Agreement, Timber Framers Guild

Enclosed please find your copy of the signed contracts in the above-mentioned matter.

If you have any questions, please call me at X6777.

Encl: Agreement