



Administrative Services
Purchasing Division

November 28, 2001


Bruce Freestone
First Class Direct
1409 E. Olive Ct. Unit E
Fort Collins, CO 80524

Re: Bid #5643, Insert Mailing & Courier Services

Dear Mr. Freestone:

I have enclosed four (4) sets of contract documents regarding the above captioned matter. Please sign the four copies and return all copies to me along with the required insurance certificates. After the signatures have been obtained, a copy of the agreement will be sent to you.

Sincerely,



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

enc

inv