



SEP 05 2002

September 4, 2002

James B. O'Neill II
Director of Purchasing and Risk Management
P.O. Box 580
Ft Collins CO 80522-0580

Dear Mr. O'Neill:

Our office is no longer able to provide tickets for the City of Fort Collins under the current P-687 provision of: one \$15.00 service fee for each ticket issued and the delivery fee of \$10.00. Our current costs have required our office to raise that ticket issue fee to \$35 with no cost for a paper delivery fee. However, please note that each day the airlines are notifying our office that any paper ticket issued will have a cost of \$20 to \$25, determined by the airlines themselves and payable to the airlines on a separate accountable document. They also are issuing a declaration that any ticket not used at the original flight schedule must be changed prior to the original date and must follow the same routing or the ticket will lose its entire value. This information is arriving by fax daily from the various airlines and causing the fares to be more and more restrictive.

If this ticket fee is not acceptable, please contact me by phone or written notice as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Judith Mucklow'.

Judith Mucklow

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