



**Financial Services
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LETTER OF TRANSMITTAL

To: Steve Seefeld, Facilities Project Manager

From: John D. Stephen, CPPO, LEED AP, Senior Buyer

A handwritten signature in black ink, appearing to be "J.D. Stephen", written over the name in the "From:" field.

Date: October 9, 2009

Re: 7064 Building Commissioning Annual

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