



**Financial Services  
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**LETTER OF TRANSMITTAL**

To: Steve Seefeld, Facilities Project Manager

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

Date: September 11, 2009

Re: 7047 Lincoln Center Addition and Renovations

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

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