



LETTER OF TRANSMITTAL

Financial Services  
Purchasing Division  
215 N. Mason St. 2<sup>nd</sup> Floor  
PO Box 580  
Fort Collins, CO 80522  
970.221.6775  
970.221.6707  
[fcgov.com/purchasing](http://fcgov.com/purchasing)

To: Ethan Cozzens, Operation Services  
From: John Stephen, CPPO, LEED AP, Senior Buyer  
Purchasing Department  
Date: February 22, 2012  
Re: 7312 Roselawn Office Building

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

If you have any questions, please call me at 221-6777.

Encl: Agreement