



**Administrative Services**  
**Purchasing Division**

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July 29, 2004

The Treehouse Group, LLC  
Attn: Clive Tyler  
317 N. Hwy 287  
Fort Collins, CO 80524

Re: Renewal, Work Order Type Services Agreement- Graphic Designer

Dear Mr. Tyler:

The City of Fort Collins wishes to extend the agreement term for the above captioned proposal per the existing terms and conditions. The term will be extended through April 28, 2005.

If the renewal is acceptable to your firm, please sign this letter in the space provided and return it to the City of Fort Collins, Purchasing Division, P. O. Box 580, Fort Collins, CO 80522, within the next fifteen days.

If this extension is not agreeable with your firm, we ask that you send us a written notice stating that you do not wish to renew the contract and state the reason for non-renewal.

If you have any questions regarding this matter, please contact David M. Carey, C. P. M., Buyer at (970) 416-2191.

Sincerely,

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

Work Order Type Services Agreement- Graphic Designer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Please indicate your desire to renew the above reference work order agreement by signing this letter and returning it to Purchasing Division within the next fifteen days.)

JBO:cj