

From: Carl Shaw To: Josep Dominguez

Date: 12/15/98 Time: 10:45:30 AM

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December 14, 1998

RE: 7 World Trade Center

Mr. John Hughes
Mayors Office of Emergency Management
100 Church Street
20th floor
New York, N.Y. 10007

Dear Mr. Hughes:

Subject: Double handling of product

Below please find a breakdown for labor to doublehandle Herman Miller product due to space not being ready. Product was moved on numerous occasions to accommodate painters and other contractors on site.

1 Carpenter Foreman	4 hours @ \$ 75.00 per hour	= \$ 300.00
1 Carpenter	4 hours @ \$ 72.50 per hour	= \$ <u>290.00</u>
GRAND TOTAL		\$ 590.00

At this time an approved hard copy purchase order in the amount of **\$ 590.00** broken down as above is required. Please submit so that we may be reimbursed for this additional labor. Thank you in advance for your prompt attention to this matter.

If you should have any further questions please feel free to call me at 212-964-1640 ext. 218.

Sincerely,

Carl S. Shaw
Manager, Special Projects
BUSINESS FURNITURE, INC.
cc: Bill Blaber (HMI)
Roseann Aimone (bfi)
Josep Dominguez (DCAS/DRES)
Jack O'Connor (DCAS)
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