

FAX TRANSMITTAL

TO: Basil E. Ciruolo**FROM:** Sefra Fisher**COMPANY:** City of N.Y.**PHONE:** (212) 685-9344 Ext.**FAX:** (212) 669-8597**FAX:** (212) 679-2201**DATE:** October ~~20~~³⁰ 1998**PAGES:** one

Memo:

Good afternoon Basil;

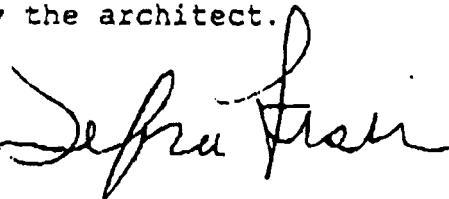
I wanted to make you aware of a quantity change on two orders you have placed with BFI for the Mayor's Office of Emergency Management.

On order # 0950314 there is one (1) custom faceplate to double forum.
On order # 0950315 there are two (2) custom faceplates to double forums.

This is reversed. Order # 0950314 should have two custom faceplates and order # 0950315 should have one. This does not create a problem in the Nienkamper factory. They will just use the custom faceplates as each table requires. I just wanted to be sure you are informed of this just in case your paperwork needs to be ammended before these orders are delivered. Please let me know if I need to do anything else.

I also wanted to inform you that both orders are progressing as scheduled. We have been in contact with the architect/interior designer at Swanke Hayden Connell and the custom stain is being matched by Nienkamper and the plugs for these custom faceplates are being sent to Nienkamper today by the architect.

HAPPY HALLOWEEN....



Mission Statement

"We commit to providing products, services and personal performance that exceed our clients' expectations. It is the ultimate responsibility and priority of everyone at BFI to assure the complete satisfaction of each customer, thus becoming the standard by which quality and service are defined."