



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF REAL ESTATE SERVICES

MUNICIPAL BUILDING, - Room 2053S
NEW YORK, N.Y. 10007
(212) 669-3640 Fax (212) 669-2666

WILLIAM J. DIAMOND
Commissioner

LORI FIERSTEIN
Deputy Commissioner

Letter of Transmittal

TO: ROBERT COX
DAS INGS
18TH FL

DATE: SEPT. 24, 1998
RE: MOEM - TWC
PROJ#: 96-1346

We are sending you the following:

☐ Prints	☐ Letter	☐ Memorandum	☐ Scopes
☐ Shop Drawings	☐ Comments	☒ <u>OTHER</u>	

DESCRIPTION:

(1) COPY EACH OF MOEM'S FURNITURE MANIFEST LIST:

- * STEELCASE - CLUB CHAIRS (2 PAGES)
- * ALL STEEL - FILE CABINETS (2 PAGES)
- * CORCRAFT - METAL SHELVING (1 PAGE)

REMARKS:

AS I HAVE DISCUSSED WITH BAGIL CERAOLD, THE BUILDING
ALLOWS DELIVERIES IN NORMAL BUSINESS HOURS THAT
DO NOT REQUIRE MORE THAN (3) ELEVATOR CAR LOADS.
BEYOND THAT, OVERTIME IS REQUIRED.

The Above are:

☒ As per your request	☐ Disapproved	☐ For approval
☐ For your info	☐ Approved	☐ For distribution
☐ Your comment	☐ Recommendation	☒ Per telephone conversation
☒ Immediate action	☐ Correction	☐ _____

TRANSMITTED VIA ☐ Mail ☐ Mess. ☐ _____

COPIES TO:

R.R.
V.C.

Josep Dominguez
Assistant Director
Phone# 212-669-8087
Fax #212-669-4107

c:barbara/josep/transmittal letter