

FAX TRANSMITTAL

TO: Basil E. Ciruolo

FROM: Sefra Fisher

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PAGES: one

Memo:

Good morning Basil;

I spoke with a representative in the Nienkamper factory this morning and they informed me that their production for all wood furniture is running approximately twelve weeks at this time. This means that if BFI places an order this week, 9/17/98, the furniture will ship from their factory the week of 12/11/98. The furniture would be received in our warehouse and delivered to you the week of 12/21/98. It would not be any latter than that, provided we have good traveling weather. It is possible it will arrive sooner than that date if their production schedule in the factory improves.

Please let me know if this would be satisfactory for the Mayor's Office of Emergency Management.

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."