

*Financial and Administrative Services Department
Purchasing Office
P. O. Box 1088, Austin, TX 78767
(512) 974-2500*

August 29, 2008

Mity-Lite, Inc.
1301 W 400 N
Orem, UT 84057-4442
Attention: Mr. Jeff Scott

Re: Purchase order # CT8200-08082902620
Table Skirts for Convention Center

Dear Mr. Scott:

The Austin City Council has approved the execution of a contract with your company for the above-referenced item as follows:

Responsible Department:	Austin Convention Center
Department Contact Person:	Deborah Anderson
Department Contact Email Address:	AndersonD@accd.org
Department Contact Telephone:	(512) 404.4058
Project Name:	Table Skirts for Convention Center
Contractor Name:	Mity-Lite, Inc.
Contract Number:	CT8200-08082902620
Contract Period:	N/A
Dollar Amount	\$59,652.50
Extension Options:	N/A
Requisition Number:	RQS8200- 08061001798
Solicitation Number:	TXMAS #2-711090
Agenda Item Number:	36
Council Approval Date:	8/7/2008

Invoices shall be sent from Mity-Lite, Inc., 1301 W 400 N, Orem, UT 84057-4442. Please advise immediately if there is a discrepancy on the name or address since a non-match will affect the timely processing of your invoices.

Sincerely,



Mary Quintero-Herrera
Enclosure

xc: D. Anderson, Austin Convention Center