

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

August 29, 2008

Virco Sales Corporation
Hwy. 65 South
Conway, AZ 72032
Attention: Kathy Jerome

Re: Purchase order #CT - 8200- 08082902626
Stage equipment for Austin Convention Center

Dear Ms. Jerome:

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:	Debora Anderson
Department Contact Email Address:	AndersonD@ci.austin.tx.us
Department Contact Telephone:	512- 404.4058
Project Name:	Stage equipment for Austin Convention Center
Contractor Name:	Virco Sales Corporation
Contract Number:	CT - 8200- 08082902626
Contract Period:	N/A
Dollar Amount	\$140,464.35
Extension Options:	N/A
Requisition Number:	RQS# 8200-08012300820
Solicitation Number:	TXMAS 2-711080
Agenda Item Number:	37
Council Approval Date:	08/07/2008

Invoices shall be sent from Virco Sales Corporation, Hwy. 65 South, Conway, AZ 72032. 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: Debora Anderson