

*Financial and Administrative Services Department*

*Purchasing Office*

P. O. Box 1088, Austin, TX 78767

(512) 974-2500

September 7, 2004

Ms. Christine Rousseau

AfterWords

7809 Kincheon Ct.

Austin, TX 78749

Re: Solicitation No. MO04300370

Transcription Services

Dear Ms. Rousseau:

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

Date of Award: September 7, 2004

Contract Term: September 7, 2004 through September 6, 2005, with two 12-month extension options

Contract No.: S040405

Dollar Value: \$86,930.00

Council Agenda Date: August 12, 2004, Item #23

Attached is a copy of your bid with all contract terms and conditions. Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact me at (512) 974-2995.

Sincerely,

Mick Osborne, Sr. Buyer

Purchasing Office

Finance and Administrative Services Department

Enclosure

cc: Anna Weaver, APD