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Terrance Ewing Shelby Clark Ewing and Clark

404 North Main Street Suite 600 San Francisco, CA 98019

Dear Mr. Ewing and Ms. Clark,

Thank you for taking the time to talk with me last week. I know that your technology needs in your offices have been a high priority problem for you. I am pleased to propose a cost effective solution that will minimize your in-house burden.

Conrad & Altman are specialists in technology services with over 30 years of experience. We pride ourselves in providing our clients with professional service, guaranteed quality and the highest level of efficiency.

Your attached cost summary is based upon your current needs and can be adjusted as we customize your services.

I look forward to discussing your project with you in more detail shortly. Please contact me directly anytime you have additional questions or requests.

Sincerely,

*Jaime Grayson*

Jaime Grayson Principal

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