

Moore Door LLC

Greetings:

Please find enclosed the Contract Award, IRS form W-9 and Purchase Order for installing new steel entry doors at the Hermiston CDC and Irrigon Head Start Centers as bid.

Please sign and date the Contract Award and W-9 and return the original documents to my attention. As soon as we receive the enclosed documents we will issue a check for your services.

Sincerely,

Umatilla Morrow Head Start, Inc.

Diane Shockman
Administrative Assistant
Fiscal and Purchasing

Enclosures