

# KING INFORMATION SYSTEMS, INC.



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January 8, 2013

Town of Middleborough  
Bank Building  
20 Centre Street  
Middleborough, MA 02346

Attn: Allison J. Ferreira

Dear Allison:

This letter is written based on our conversation regarding the Records Management Analysis for the Town of Middleborough.

Two of our consultants will be with you from February 20<sup>th</sup> to February 27<sup>th</sup>, which totals nine (man) days; one consultant will be there for six days, and one for three days. During that period we will analyze all departments' archives and the town clerk's office records. After the Records Management Analysis has been completed, we will return with a comprehensive report detailing our findings, along with recommendations.

The normal cost for the Records Management Analysis is \$515.00 per day, plus expenses. Because of the duration of the analysis, we will not exceed \$4,900.00, including expenses.

Needless to say, we are delighted with your decision to move ahead with a Records Management Analysis. We look forward to being of service to the Town of Middleborough.

Very truly yours,  
KING INFORMATION SYSTEMS, INC.

Paula R. Macdonald  
Account Representative

Carol A. Blood  
Vice President \_\_\_\_\_ Date \_\_\_\_\_

Allison J. Ferreira  
Town Clerk \_\_\_\_\_ Date \_\_\_\_\_

cc: Patricia M. Tigue  
President

