

March 22, 2000

Ms. Helen Jensen
Sales Representative
National Graphic Supply
226 North Allen Street
Albany, New York 12206

Dear Ms. Jensen:

Thank you for the bid from National Graphic Supply for the digital camera package. Your bid was the lowest bid received. Before we can award the contract to National Graphic Supply and issue a purchase order for the bid amount, a vendor number must be issued for your company by the state of Mississippi. In order to do so, you must complete and sign the attached W-9 form. As soon as we receive your completed W-9 form, we will be able to officially issue a purchase order to National Graphic Supply for the digital camera package.

Please fax the completed W-9 form to my attention at (601) 359-3741. If you have any questions, please contact me at (601) 359-3150.

Thank you.

Sincerely,

John O. Gilbert
Director of Administration