



PO Box 5210
Janesville, WI 53547-5210

12/22/2009

Charm Ruhnke
Lewis & Clark Library System
425 Goshen Rd.
Edwardsville, IL 62025

Dear Charm:

Thank you for returning my call. Please use this letter as our intention to renew the bid listed below. You are entitled to receive the following special discounts on products ordered from current Highsmith and Upstart catalogs.

Lewis & Clark Library System Discount No. 184543

**Discount: 15% off current catalog prices* Minimum order \$25.00.*
Stock shipments qualify for free shipping and handling.*
Shipping and handling will be added to the invoice for all non stock
shipments.***

Discount Period: Through July 31, 2011

*Not valid on LibrarySparks™ magazine, Edupress and Learning Well brands, 3M security products, sale catalogs, orders already in progress, in conjunction with other bids or with other discounts. Additional charges for inside delivery, lift gate delivery or prior notification may be prepaid and added to your invoice.

In addition to this discount, we would like to be considered for larger purchases or a furniture project in the following categories:

- Library/Supplies/Furniture and Equipment
- School and Classroom Supplies/Furniture and Equipment
- Computer and Technology Supplies/Furniture and Equipment
- Audiovisual Supplies/Furniture and Equipment
- Office Supplies/Furniture and Equipment

Please feel free to contact us with any questions or comments you may have.

Contact Information:

**Dawn Adler
CSR Quote Representative
Phone No.: 1-800-543-2180
Fax No.: 1-800-350-6236
Email: bids@highsmith.com**

Please reference the discount number shown above on any purchase orders to Highsmith. This will ensure that all discounts will apply. You can also save time and place your order online at www.highsmith.com. Insert your discount number in the promotion code field and your discount will be applied automatically. We look forward to working with you.

Sincerely,

Dawn Adler

HIGHSMITH INC.