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Carl H.Pforzheimer & Co. LLC Tanner & Co., Inc. 950 Third Avenue New York, NY 10022

May 1, 2019

Ms. Annie Moses Assistant Superintendent Township of Union Public Schools 2369 Morris Avenue Union, NJ 07083

Dear Ms. Moses:

We understand from Enrique Ramirez that your school would be interested in receiving from us various pieces of office furniture and file cabinets which we would give as a donation to your school.

The list consists of

- 2 double pedestal desks, one with a small return
- 3 desk units complete with built in file unit
- 1 conference room table
- 2 credenzas
- 4 green leather chairs
- 5 wooden guest chairs
- 3 4 drawer lateral file cabinets
- 1 6 drawer lateral file cabinet
- 9 4 drawer vertical file cabinets, 5 of which are fireproof

Photographs are attached.

Our building, 950 Third Avenue LLC, requires a certificate of insurance for anyone moving in or out of the building. A blank copy is enclosed for you to have filled out by your mover and returned to us for submission to the building.

In addition, the removal of these objects has to be done outside of normal work hours, i.e., 8 a.m. to 5 p.m. and the freight elevator must be booked for this move.