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To: Hopkins, Pierce <phopkins@aging.sc.gov>
CC: Morris, Steve <smorris@aging.sc.gov>
Date: 2/15/2017 11:28:29 AM
Subject: Follow-Up

Pierce,

I just wanted to follow up on the small and large conference room set up with the projectors to make it more efficient as agreed upon. If you will provide me with the brand, make, model, and a brief description to ensure we order the proper equipment, I will type up the requisition and get it processed.

If you can provide the information of the company and amount for the contract labor from now to June 30, 2017, I will get the requisition prepared and a purchase order created for the project. I will assist you any that I can to get these projects completed.

Thanks,

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