



California University of Pennsylvania

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GOVERNMENT AGENCY COORDINATION OFFICE (GACO)

Building Character. Building Careers.

724-938-5881 | 724-938-4575 FAX

February 19, 2009

Quality Support
Mr. Steve Banasick
General Manager
900 Water Street
Scottsdale, PA 15683

Dear Mr. Banasick:

On behalf of the Government Agency Coordination Office (GACO) of California University of Pennsylvania and the Government Contracting Assistance Center (GCAC) of Slippery Rock University of Pennsylvania, I would like to thank you for agreeing to participate in our "Basics of Federal Government Contracting" seminar on March 24, 2009 at the Holiday Inn Meadowlands, Washington, PA.

As discussed, your presentation entitled "Packaging Requirements" will be 10 minutes. The seminar is scheduled to run from 9:00 am to 12:30 pm. A copy of the agenda is enclosed.

A computer and projector will be available if you are doing a power point presentation. If preparing handouts, we expect between 50 and 75 attendees for this seminar. I will update you on the number of registered attendees as we get closer to the seminar date. Please plan on joining us for lunch.

Again, thank you for agreeing to participate in this seminar. Your presentation will be extremely beneficial to all attendees. If you have any questions, please contact me at 724-938-5881.

Sincerely,

Deborah S. Wojcik

A handwritten signature in black ink, appearing to read "Deborah S. Wojcik".

Director, GACO
DSW/tlj