

## Memorandum

To: Board of Directors

From: Yvonne Smith, Accountant

Date: June 6, 2013

Subject: Furniture comparison for new office space

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We have four companies quoting new furniture and one company quoting some new and some used furniture.

I have compiled a list of the furniture that we requested in a format that would be easier to compare.

I have also attached their quote for your review.

Please note that I have deleted some items and added to other to quotes in an effort to compare apples to apples.

If you have any questions please contact me at [ysmith@lorainportauthority.com](mailto:ysmith@lorainportauthority.com) or call me 440-204-2268.

Thank you.