

RTK #13-1070

RECEIVED

OCT 7 2013

due 10/14

09/25/2013

Re: Pennsylvania Rights to Know Law

Dear Open Records Officer,

Under the provisions of the Pennsylvania Right to Know Law. We are requesting access to the following information: We are asking for information about your mail machine or postage equipment from vendor Neopost, Hasler, MailFinance, Francotyp Postalia, Pitney Bowes or Pitney Bowes

Open Records Officer
Worcester Township
1721 Valley Forge Road. Post Office Box 767
Worcester, PA 19490

1. A copy of the original purchase order issued to purchase, lease or rent the equipment from vendor.
Or
2. A copy of the vendor agreement issued to purchase, lease or rent the equipment from the vendor. If the equipment was purchased, we are requesting a copy of your most recent meter rental bill and maintenance / service contract.

We will entertain suggestions you feel will make my request more responsive and thereby ensure that you can meet our request. If possible we would like to have the data sent to us at the address below. If there are any fees for searching for, or coping, the records we have requested, please supply the records without informing us if the fees do not exceed \$50.00. Please invoice us for any applicable fees. In the event the fees exceed \$50.00, please contact us for approval prior to fulfilling the request.

Please forward your request to my attention at:

Total Office Management
Attn: John Janerich

If all or any part of this request is denied, please cite the specific exemption(s) that you think justifies your refusal to release the information, and inform me of the appeal procedures available to me under the law.

We would appreciate you handling this request as quickly as possible, and look forward to hearing from you.

Respectfully,

John Janerich