
GREENTREE BIONOMICS, INC.

MEMORANDUM

TO: D. SPRING, PERSONNEL DIRECTOR
FROM: M. NOIL, BIOLOGY DIVISION
SUBJECT: NEED TO HIRE MORE PERSONNEL.
DATE: 1/16/2007
CC: E. BRAGIN, CHEMISTRY DIVISION

With 26 active employees, Greentree has been unable to keep up with scheduled contract. As a result, we have a contract backlog of roughly \$500,000. To increase our production and ease the workload, I recommend that we hire three general lab assistants.

I have attached a short report outlining the cost benefits of these hires. Could we meet sometime next week to discuss this in detail? I will contact you on Monday.

LEVERETT LAND & TIMBER COMPANY, INC.

creative land use
quality building materials
architectural construction

January 17, 2006

Mr. Thomas E. Muffin
Clearwater Drive
Amherst, MA 01022

Dear Mr. Muffin:

I have examined the damage to your home caused by the ruptured water pipe and consider the following repairs to be necessary and of immediate concern:

Exterior:

- Remove plywood soffit panels beneath overhangs
- Replace damaged insulation and plumbing
- Remove all built-up ice within floor framing
- Replace plywood panels and finish as required

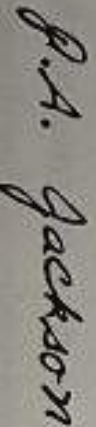
Northeast Bedroom—Lower Level:

- Remove and replace all sheetrock, including closet
- Remove and replace all door casings and baseboards
- Remove and repair windowsill extensions and moldings
- Remove and reinstall electric heaters
- Respray ceilings and repaint all surfaces

This appraisal of damage repair does not include repairs and/or replacements of carpets, tile work, or vinyl flooring. Also, this appraisal assumes that the plywood subflooring on the main level has not been severely damaged.

Leverett Land & Timber Company, Inc., proposes to furnish the necessary materials and labor to perform the described damage repairs for the amount of six thousand one hundred and eighty dollars (\$6,180).

Sincerely,



Gerald A. Jackson, President
GAJ/job
Enc. Itemized estimate

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