

March 1, 20--

Ms. Maureen Testa
Austin Communications
37 Pittsburgh Road
Franklin, PA 16323

Dear Ms. Testa:

We are indeed interested in designing a new corporate logo and the corresponding stationery for your fine company. As I indicated in our recent telephone conversation, we have a design staff that has won many national awards for letterhead form design, and we consider it an honor to be contacted by you.

Within a couple of weeks, we will submit to you and your committee several basic designs. Based on your evaluation and suggestions, we can go from there. Here is a modified price list for the printed stationery:

Stationery	Cost
Letterhead (500 sheets)	\$ 80.00
Business cards (1,000 cards)	39.50
Coated brochures (1,000 sheets)	219.30
Envelopes	92.00

In the meantime, please call me if we can be of further service.

Sincerely yours,

Samantha A. Steele
General Manager

urs
By fax

bc: Design Department