



27 July 1990

Mr. Scott W. Donkin, D.C.
P.O. Box 6001
Lincoln, NE 68506

Dear Dr. Donkin,

This will confirm our conversation and your arrangements to have you as our guest speaker for the IFMA (International Facilities Management Associate) Philadelphia Chapter's November 27, 1990 meeting. The topic for the meeting will be "Result Oriented Decision Making In The Workplace" and will be held in the Haworth, Inc. Philadelphia Showroom located at One Liberty Place 1650 Market Street, Suite 300

Would you please forward to me at your earliest convenience a complete breakdown of your fee for these services.

The positive reaction to your participation in other speaking engagements has been phenomenal in its effect. Your book "Sitting On The Job" has been referenced and given away to many of our current, as well as our, future accounts. We truly look forward to seeing you in November!

Respectfully yours,

HAWORTH, INC.


JoAnne Gehret
Seating Market Manager

JG/ssk

cc: Phil Walker
Matthew Rotherth