



November 1, 2010

Tim Gard

Dear Tim,

We enjoyed your presentation at our annual Employee Day Away on October 26<sup>th</sup> and 27<sup>th</sup>. Many employees mentioned to me that you are the best speaker that has spoken at our annual event.

Attached is a check for the remaining balance of our contract. Thanks so much for giving our employees the gift of laughter.

Sincerely,

HR Director

