



U.S. Department of Transportation
Procurement Office

400 Seventh St., S.W.
Washington, D.C. 20590
www.dot.gov

October 3, 2002

Attn: Accounting Department
Company:

To whom it may concern,

This is a letter to remind you that a notice was sent on September 3, 2002 in regards to the deadline for submission of your CCR application. To this date we have yet to receive your CCR application. The Department has extended the deadline to October 31, 2002. Please submit your CCR worksheet to us within this period.

We remind you that without CCR registration, you will not be eligible for next year's procurements with the U.S. Department of Transportation.

Included in this package is the CCR Worksheet. Please complete the worksheet and fax it directly to the U.S. Department of Transportation Procurement office at 202-318-1148. You may also register on the Internet at <http://www.ccr.dlis.dla.mil>. Due to the time sensitivity of this registration, please fax this letter back to us with your DUNS and TPIN numbers so we can quickly identify your registration.

If you have already registered with CCR or if you have elected to register with CCR on the Internet, we would kindly ask that you confirm your registration by faxing this letter back to us with your DUNS and TPIN (Trade Partner Identification Number).

Sincerely Yours,

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David J. Litman
Senior Procurement Executive
U.S. Department of Transportation