



December 18, 2008

To: Custodial and Facilities Maintenance Supervisors Broward County Schools

This letter is provided to give guidance on the ordering, purchasing and tracking of all air filters needed for your school or support facility for 2009. Con-Air Industries, Inc has been awarded the contract to provide air filters to Broward County Schools beginning January 1, 2009. Use the attached Air Filter Order Form for Broward County Schools when placing your air filter order. Please provide as much information as possible to ensure prompt accurate delivery of your air filter order. Our intent is to notify you via e-mail on the status of your order. If you have any questions or concerns please contact the Con-Air office by one of three ways.

- 1) Call 1- 407-298-5733 or 1-800-327-5733
- 2) FAX 1-407-297-4356
- 3) E-mail BCSFilters@conairind.com

Con-air Industries looks forward to working closely with each and every member of the Broward County School team.

Sincerely,

Bob Hering

President

Con-Air Industries, Inc.

FACSIMILE TRANSMISSION



3065 PENNINGTON DRIVE
ORLANDO, FL. 32804
(407) 298-5733
1-800-327-5733
FAX # (407) 297-4356

Broward County Schools Air Filter Order Form

Order placed by: _____ Date: _____
Email: _____ Cell #: _____
School Name: _____ Location: _____
Address: _____
City, State, Zip: _____
ATTENTION: _____

<u>Quantity (cases)</u>	<u>Size/Description</u>	<u>Filter Type</u>	<u>Exact Size (Y/N?)</u>

Special Instructions: _____

Please e-mail order to BCSFilters@ConAirInd.com
or
Fax to: 407-297-4356