



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

SHAILEN P. BHATT
SECRETARY

May 9, 2014

Dear Recipient:

Congratulations! On behalf of the Delaware Department of Transportation, I would like to thank you for your participation as a candidate for providing appraisal services for **Agreement No. 1690 – Real Estate Fee Appraisal Services and Agreement 1691 – Real Estate Fee Review Appraisal Services**. You will be placed on the Department's list of eligible candidates for tasks that may become available.

In order to become available for task assignments, you must first execute a copy of the agreements. To do this, please follow these instructions:

- Review the attached Master Agreements and be sure you are in agreement with the terms.
- Print three (3) copies of the attached Master Agreements.
- Print or type your information (name, address, and license number) at the top of page 1.
- Have your signature witnessed and have the witness sign to the left of your signature on page 2.
- Return the signed Master Agreements to my attention at the address listed above.

After the Master Agreements have been signed by both parties, executed copies will be forwarded to you.

The staff at Delaware DOT is looking forward to the possibility of working with you in the near future.

Sincerely,

~Signature on File~

Wendy B. Henry
Consultant Control Coordinator
DelDOT Contract Administration
(302) 760-2531

