



09/09/2009

Worcester Township  
Open Records Officer  
1721 Valley Forge Rd  
Worcester, PA 19490

Re: Pennsylvania Rights to Know Law

Dear Open Records Officer,

Under the provisions of the Pennsylvania Right to Know Law, we are requesting access to the following information: We are asking for information about the township's mail machine or postage equipment. We are asking for copies of the following documents from vendor Neopost, Pitney Bowes or Pitney Bowes Credit Corporation.

1. A copy of the original purchase order issued to purchase, lease or rent the mail equipment from the township to the vendor.

Or

2. A copy of the vendor agreement issued to purchase, lease or rent the mail equipment from the vendor to the township.

We will entertain suggestions you feel will make my request more responsive and thereby ensure that the township can meet our request. If possible we would like to have the data sent to us at the address below. If not, email it to [postagepro@gmail.com](mailto:postagepro@gmail.com) or fax it to 610-272-9911. If there are any fees for searching for, or copying, the records we have requested, please supply the records without informing us if the fees do not exceed \$50.00. Please invoice us for any applicable fees. In the event the fees exceed \$50.00, please contact us for approval prior to fulfilling the request.

Please forward your request to my attention at:

Key Business Solutions  
Attn: Thomas Alexander

If all or any part of this request is denied, please cite the specific exemption(s) that you think justifies your refusal to release the information, and inform me of the appeal procedures available to me under the law.

We would appreciate you handling this request as quickly as possible, and look forward to hearing from you.

Respectfully,

THOMAS ALEXANDER