

A U T H O R I Z A T I O N L E T T E R
“ S A M P L E ”

----- PLEASE TYPE ON YOUR LETTERHEAD -----

Date:

Attn: Ron E. Larrieu
Penn Corporate Relocation Services
1515 W. Mable Street
Anaheim, CA 92802

RE: Relocation for _____

Dear Ron:

This letter authorizes Penn Corporate Relocation Services to relocate
_____ from _____ to
_____ on _____, 2004, per the terms and
conditions outlined in our proposal dated _____, 2004. The
estimated amount, including 'Additional Items', for this project is \$ _____.

I understand a fifty percent (50%) deposit will be required upon delivery of packing materials. The balance of your invoice will be due within seven (7) days of receipt. Please send your invoice to the following address:

Sincerely,

Authorized Signature

Title

Company Name

NOTE: Penn Corporate Relocation Services requires a purchase order or letter of authorization on all relocations. If providing a purchase order, it must reflect our payment terms, description of move (date and location), billing address, estimated charges, and be signed by an authorized representative with their title.