

TO: Purchaser

FROM: Kelly Baumgartle - Glick Fire Equipment Co.

DATE: January 1, 2009

RE: Instructions on how to place an order for Medtec Ambulance & Firematic (BRAT) Brush Trucks through the D.G.S. COSTARS 13 contract.

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Issue a signed Purchase Order document on letterhead and send it using any of the following methods:

Attn: Kelly Baumgartle

U.S. Mail or Shipping Carrier:  
Glick Fire Equipment Co.  
350 Mill Creek Drive  
Bird In Hand, PA 17505

Email: [orders@glickfire.com](mailto:orders@glickfire.com)  
Fax # - (717) 299-4324

The PO needs to be legible if sending via fax.

A confirmation acknowledging receipt of the order will follow within 48 hours. If you do not receive confirmation, please enquire by contacting Kelly Baumgartle of Glick Fire Equipment at (800) 723-1055 (Customer Hotline) or (717) 299-4120.

For questions, contact Kelly Baumgartle of Glick Fire Equipment @ (717) 299-4120 or [kelly@glickfire.com](mailto:kelly@glickfire.com)

NOTE: D.G.S. does not require the purchaser to notify them of purchases made. Rather Glick Fire Equipment will submit a sales report to D.G.S. COSTARS 13 on a quarterly basis reporting any orders received.