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Thomas G. Grumbles, CIH  
Conoco, Inc.  
P.O. Box 19029  
Houston, TX 77224

Dear Mr. Grumbles:

In order to facilitate the flow of information between our office and yours, we need some additional information, as soon as possible.

First, UPS can and will deliver much more promptly and efficiently if we have specific building names, room numbers, etc. The UPS driver will be instructed to hand deliver to either you or your secretary and get a signed receipt.

Second, our files here should include your telephone number and the name of your secretary or another designated second party in the event our call is urgent and you are away from your office.

If ever I can be of assistance, please be sure to contact me.

Sincerely,

M. Suzanne Miller-West  
Administrative Editor

MSMW/sm

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