

To Whom It May Concern:

On behalf of O'Reilly Auto Parts I would like to say THANK YOU for allowing us to bid on your transportation needs. If you decide to choose O'Reilly Auto Parts as a supplier I want to make sure that your quoted discounts and prices are loaded into our computer system to assure a smooth purchasing process. To make sure this happens I would like to request that you send me an award notification notice. This can be done by mail, email, fax, or phone call to my office in Springfield, Missouri. Please include information such as bid number, date, your agency name, and any special requirement of the bid. Upon receipt of this information, we will make sure that this information is loaded into our system and transmitted to the servicing store or stores immediately. My contact information is listed below.

Vanessa Creech
Professional Sales – Bid Analyst II
P.O. Box 1156
233 S. Patterson
Springfield, MO 65801-1156

E-mail address: probids@oreillyauto.com

Fax: 800-925-0899

Phone: 417-862-2674 ext. 7491

If you have any questions, please call me.

Sincerely,



Vanessa Creech
O'Reilly Auto Parts