

Technical Communications Excellence
760 Van Vleet Oval Ste 316
Norman, OK 73019

September 14, 2011

Polycom, Inc.
I. B. Urguy, Sales Manager
4750 Willow Road
Pleasanton, CA 94588-2708

Dear Mr. Urguy,

Technical Communications Excellence is looking to have a state-of-the-art teleconference system installed in a newly acquired office space. We are hoping that your company can assist TCE not only in supplying the equipment, but also with turnkey installation.

Preferable system qualities:

- Voice location technology
- Able to interface with any other system in the world or as close as possible
- Able to share data in real-time while conferencing
- Allow multiple parties to speak at the same time
- Intuitive and easy to use controls
- 50" plasma monitor
- HD voice
- HD video
- HD content

We would like to hear back from you by Wednesday, September 21 with a reasonable quote and look forward to doing business with you.

If you have any questions or need further clarification, feel free to contact me. Thank you for your time.

Sincerely,

Wes Petree
Cell: 405-308-7412
Email: owpetree@ou.edu