

March 19, 2020

TO: AT&T SE Local Presidents, Staff & Secretaries

FROM: Nicholas E. M. Hawkins, Assistant to the Vice President

RE: BST/Utilities/Billing - 2019 Contract Book Delivery & Large Print BST Contract Books

MEMORANDUM

The BST, Utilities, & Billing Contract Books are currently being printed. They are scheduled to be delivered to the company on 03/31/2020. The company has committed to begin delivering the books to our members during the first week of April.

When the company priced out the large print spiral bound BST Contract Books, their quote was \$52.00 per contract. Considering the exorbitant pricing, the District 3 Office decided not to participate in ordering the contract books with the company. Since then, we have secured a quote from one of our CWA Printing Shops in District 3 at \$24.26 per contract, plus shipping. In order to meet this price, we would have to order a minimum of 100 copies. The District 3 Office will be ordering 20, so we will need Locals across the District to purchase at least 80 in total to meet this pricing. Therefore we are distributing this memo to gauge the interest throughout the District.

We will be accepting requests for these large print spiral bound BST Contract Books (8.5x11) through the end of the month, 03/31/2020. On 04/01/2020, we will determine whether or not we have enough interest to move forward with the current pricing.

If your Local is interested in purchasing these large print spiral bound BST Contract Books for \$24.26 plus shipping, please ensure that the Local President emails Phyllis Jackson at pjackson@cwa-union.org no later than Tuesday, 03/31/2020, to let her know that your Local is interested in placing an order, and how many copies of the book your Local would be interested in purchasing. Please note that we will only accept emails from the Local President.

If we have enough interest in purchasing these contract books, we will move forward with the order and Locals will then be emailed an invoice with their total price, which will include shipping. Should you have any questions or concerns regarding this issue, please feel free to contact me at the District 3 Office.