

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE:

TO: City Administrative Officer
200 North Main Street, Room 606
Los Angeles, CA 90012
Phone (213) 485-3514 - Fax (213) 485-0672

FROM: Cultural Affairs Department
201 N. Figueroa, St., Los angeles, CA 90012, Suite 1400
Phone (213) 202-5544 - Fax (213) 202-5515

SUBJECT: HEADQUARTERS AND WORKFORCE RESIDENCE OF PROPOSED CONTRACTOR*

Proposed contractor: _____

Headquarters Address: _____

in workforce: _____

% residing within the City of Los Angeles: _____

Proposed contractor officer (signature): _____

Date: _____ Phone #: _____

***Complete only when instructed by Cultural Affairs Department**