

Centralized Servicing Center  
4300 Goodfellow Blvd. (FC-233)  
Bldg. 105E  
St. Louis, MO 63120-1703  
(314) 457-5706



May 26, 2009

To Whom It May Concern

Since November, 2008, CMW and Associates Corporation has provided digitization and imaging services for the United States Department of Agriculture (USDA) Centralized Servicing Center (CSC) in Saint Louis, Missouri.

CMW provides the following services:

- ◆ Prepping – removing documents from boxes, sorting/collating, removing staples, paper clips, rubber bands, etc., and writing account numbers and document type on the documents.
- ◆ Scanning – run the prepped documents through the scanning machines and completing a quality review on the scanned document.
- ◆ Indexing – entering (via computer keyboard) account numbers, date, addressee, control number, document type.
- ◆ Filing – file imaged documents into a storage box or file cabinet provided.

I have been impressed with the professionalism and work ethic of CMW and their employees. CMW management is very easy to work with and they react promptly and appropriately to any issues or concerns we might have.

The CMW employees have worked tirelessly to meet or exceed our project standards. They are currently scanning over 500,000 documents per month / 6 million documents per year.

CMW was selected as the “Best Value” vendor for this project, and they have met or exceeded our expectations. I highly recommend CMW for your imaging or scanning needs and am confident that they will be a wise choice.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Barton". The signature is written in a cursive, flowing style.

Brian Barton  
Resource Manager,  
USDA-Rural Development-CSC