

Memo

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To: Valued Supply Partner

Re: Quote Template

We are looking to streamline and make the equipment procurement process more efficient both for you and Mayo. As a result, we have created a standard "Quote Template" for your use that will go into effect for any new quotes effective January 1, 2014. The "Quote Template" and specific instructions for completing this form are attached and on our Mayo Clinic website under the Suppliers Resources (<http://www.mayoclinic.org/suppliers/resources.html>).

By using a standard format we will be able to process and respond more quickly as well as reduce additional questions, misinterpretation and rework. The expectation is that our business partners will work collaboratively with us and for that reason only quotes received on our standard "Quote Template" will be accepted and processed.

To be successful, we will have to work together and be open to new ways of thinking. If you would like to discuss possible ideas, we encourage you to schedule a conversation with your primary contact within our Supply Chain Management Division.

Please communicate this information to your colleagues and teammates, as applicable, across your organization.

Best Regards,

Jim Francis and Joe Dudas