

R. D. Jones Excavating, Inc.

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12/2/11

Introductory Letter for R. D. Jones Excavating, Inc.

Dear recipient:

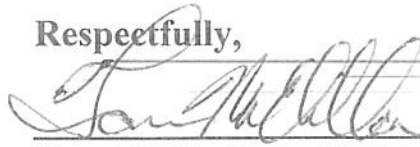
Please consider this letter to be an introduction to R. D. Jones Excavating, Inc. of Harrod, Ohio. We are a site work and excavating contractor located in Harrod, Ohio and work within a 60 to 70 mile radius of our offices.

We do work on public projects as well as private contract work for a wide variety of clients in the area. In the past ten years we have worked on numerous Ohio School Facility Commission projects building new schools in Allen, Auglaize, Hardin, Montgomery, Darke, Shelby, Logan, Van Wert and Champaign counties. We have worked on many Wal-Mart Superstores through out the area completing the site work portion of the work. We do work at many local factories in the Lima and surrounding area.

From time to time we have the need for additional seasonal skilled employees to supplement our current work force as well as sub-contractors to perform specialty work. If your organization has contacts with individuals or sub-contractors that provide services that we may be able to utilize, we encourage you to have them contact us at our offices located at 10225 Alger Road in Harrod, Ohio to fill out an application for employment and drop off any resumes that they may have.

We are an equal employment opportunity contractor and look forward to hearing from you and any individuals or companies that you can send in our direction.

Respectfully,



Tom McClellan – Project Manager