

Nancy Goldstein Projects Inc.
240 Madison Avenue
New York, New York 10016
Telephone 212.883.7690
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August 31, 2011

Mr. Lawrence Cacciatore
Director of Operations
The Cooper Union
7 East 7th Street
New York, New York 10002-8001

Dear Lawrence:

I appreciate the opportunity to submit my proposal for decorating services for the President's Residence for The Cooper Union.

As agreed, I've itemized the scope of work below and have reviewed it with Jessie prior to sending it to you to assure all items are included. The objective is to have all selections and decisions finalized the week of September 19th .

Textiles and Reupholstery

- Finalize selections of textile palette to include:
 - Dining Room Bench and Dining Room chairs
 - Pair of Living room Antique Chairs
 - Living Room Bench
 - Textiles for Sofa and Throw Pillows
 - Textile for Kitchen Bench
 - Pair of Stools In front of Fireplace
- Finalize upholstery estimate.
- Reserve all textiles, review all samples for approval, prepare and process purchase orders, expedite shipping, confirm receipt at upholsterer.

Furniture Selection

- Sofa Selection -Accompany Jessie to showroom visits both at M2L and Knoll.
Week of September 5th
- Source options at LIC upholsterer and if viable escort Jessie to review selection.
Week of September 5th
- Source options for upholstered stools.
- Source options for Living Room Console Table
- Dining Room Credenza
Week of September 5th

Carpet Selection

- Source options for Living Room Area Rug
- Provide Samples and Escort Jessie to Showrooms if required.

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Refinishing

- Coordinate site visit and obtaining estimate from refinisher for dining room chairs, coffee table, two end tables, card table and console table top.
- Provide finish samples for refinisher and review samples for approval.
- Process purchase order Shop visit for review and inspection of work in progress.

Additional Items

- Meet with Jesse, Carmelo and Blind Vendor for selection of shades.
- Coordinate with Plant supplier for Living room Tree and plants for main entry.
- Schedule site visit- selection of tree and planter and secure cost proposals.
- Selection of assorted Lamp Shades.
- Repair of exiting Lamp Shaded
- Selection of Bathroom Accessories
- Resource and Coordinate upholstery cleaning for living room chairs
- Review objets and accessories for styling and placement
- Source replacement hardware for console table

Fees

Currently I have spent approximately ten hours and have calculated that to complete the work it will take another 60 hours. The fee for these services is Ten Thousand Dollars. Terms are net ten upon receipt of invoices.

Reimbursable Expenses

Local Transportation, factory visits, messengers, overnight couriers.

Lawrence, it is a pleasure to work with both you and Jessie and I look forward to contributing toward the successful completion of the President's Residence.

Sincerely,

Nancy Goldstein



Approved _____

Date: August 31, 2011