

MINNIE B. ODOROFF, Art Appraisals

Suite 2007, 400 Madison Street
Alexandria, Virginia 22314



(703) 549-4060

October 9, 1985

Mr. Vincent Melzac
Locust Hills Farm
Route 1, Box 188C
Romney, West Virginia 25767

Dear Vincent Melzac:

I am writing to follow up on our telephone conversation relating to an appraisal of art for purposes of insurance and possible donation. I would like very much to perform this service for you and attach a statement of my qualifications to do so.

A professional appraisal requires: inspection of the art, biographical research on the background and status of the artist, market research to assign current value, and a certified summary report. Enclosed is a copy of the form I use as a guide in collecting necessary documentation. This will give you an idea of the kind of information required for an appraisal.

My fee for appraisal service is computed on the basis of \$100.00 per hour. A retainer fee is payable at the time of the initial inspection. The balance is due upon delivery of the final report. When I know more about the actual pieces I will be in a better position to make an estimate of the cost.

I enjoyed speaking with you. I hope you are enjoying your stay at the farm. If you have any questions, please call me. I look forward to hearing from you upon your return to the city.

Very truly yours,

Minnie B. Odoroff
MINNIE B. ODOROFF, A.S.A.

Encs.