

**T. M. WELLS VALUATION SERVICES  
928 NORTH JEFFERSON STREET  
HUNTINGTON, INDIANA 46750  
Phone; (260) 443-3644  
e-mail; wtim424@sbcglobal.net**

November 6, 2017  
Beth A. Neff  
Clerk-Treasurer  
Town of Yorktown, Indiana  
Town Hall  
P. O. Box 518  
Yorktown, Indiana 47396

Dear Beth,

Our quotation for professional services to update the fixed assets of Yorktown is \$5,750. This cost covers a scope of 2 years of fixed asset review. A threshold of \$5,000 will be used for the inventory of all fixed assets that we include in the updated capital assets inventory. The services provided will include;

- 1) inventory and research of historical values for added fixed asset equipment (furnishings, inland marine items and vehicles) to the threshold levels specified in the town's ordinance/policy, 2) inventory and appraisal of added improvements other than buildings such as water plant equipment, fencing and park equipment, 3) inventory of added infrastructures of electric water and sewer lines, 4) research of documents (claim forms, council meeting minutes and other references for each year from our last update to the current date, 5) research and data gathering for added land and building value estimates, 6) provision of the data in an Excel database, 7) model numbers, serial numbers or vehicle identification numbers and other pertinent information as available shall be documented in the report.
- 8) utility capitalized items will include depreciated value estimates, 9) visual documentation with digital still shots provided on a CD, 10) data sheets within the database will list items by type, and department

Sincerely;

*Tim Wells*