May 15, 2017

{Point of Contact}

{Organization Name}

{Address}

Subject: Short Study for {Organization Name}

Dear {Point of Contact},

This letter presents an overview of the proposed Short Study and related costs. The Short Study will include a visit at one of your facilities located at {address of facilities}. The target date for the visit is the week of {date of the Monday of target week}. During this one-day visit, our team will:

* Visit operation and facilities.
* Discuss with key stakeholders of the operations (managers, group leaders, technicians, operators, workers, etc.). We anticipate that discussions will include:
	+ Current process bottlenecks, labor intensive tasks, areas of improvements, quality control, safety/health issues, etc.
	+ Short and long term objectives for robotics and automation throughout the manufacturing process.
	+ Value/success metrics.
	+ Expectations for the next steps.
* Interact with engineers in the R&D group and discuss how robotics technology integrates into the operations.
* Discuss our preliminary observations and findings with you and your colleagues.

NREC’s technical team for this visit will include experienced scientists and/or engineers, with many years of expertise in developing and deploying advanced robotic prototype systems for industrial applications in challenging environments. They bring expertise in mobile platforms, manipulation, autonomy, perception, machine vision, industrial robotics, and more. I will join the group to better understand the business objectives of your company and to help define and develop a mutually beneficial collaboration between our organizations.

After returning to Pittsburgh, our team will prepare a short presentation that documents our observations and discussions. It will also include recommendations for areas of the operations for which we believe robotics technology has the potential for increasing efficiency and safety. The short presentation will also include recommendations for the next phase as well as a Rough Order Magnitude (ROM) estimate of the cost and schedule for the development effort.

We respectfully request that {Organization Name} reimburse our related travel expenses as well as the time for the visit and to prepare the report. Travel expenses include airfare (in coach class), hotel, local transportation (taxi cab, rental car), meals and incidentals. We estimate that the total travel and labor cost is $20,000 for this Short Study

If this request is acceptable to you, please countersign this letter and return to me as confirmation that {Organization Name} agrees to reimburse Carnegie Mellon for these travel and labor expenses totaling $20,000 (USD).

Please do not hesitate to call me if you have any questions. We are excited about working with you and look forward to this upcoming visit.

Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 **Name:** Jeff Legault

 **Title:** Director of Business Development

 **Organization:** National Robotics Engineering Center

 Carnegie Mellon University

Confirmed by,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 **Name:** {Point of Contact}

 **Title:**

 **Organization:**