**BOE Kickoff Meeting Invitation**

**INSERT NAME OF AGENCY/PUBLIC BODY** has selected you to complete a "Back of the Envelope" audit for their anticipated Performance Contract.  You have been chosen based upon your experience and knowledge in the field of Performance Contracting.

A kickoff meeting is scheduled for **INSERT DATE, TIME & LOCATION**.  Utility data will be distributed at the kickoff meeting. The Back of the Envelope Audit Request (BOEAR) will be sent out via email after the kick off meeting.

For your planning purposes our **estimated** total utility spend is **$XXX** and **approximate** total square footage is XX square feet.

**INSERT NAME OF AGENCY/PUBLIC BODY** **requires that you respond by e-mail by INSERT DATE if you are interested in completing the BOE.**

Thank you for your time and we look forward to working with each of you.

**INSERT YOUR SIGNATURE & CONTACT INFO**