



**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 929-6640  
Fax (978) 929-6333

**Recreation Department**

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# MEMO

DATE: October 13, 2015  
TO: Steve Ledoux, Town Manager  
FROM: Maura Haberman  
RE: Donation Acceptance – Dunkin' Donuts of Acton **Total Value: \$167.96**

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For your acceptance, a product donation listed below has been pledged by Michelle Wise of Dunkin Donuts of Acton located at 299 Main Street, Acton, MA, valued at \$167.96 for our annual Halloween Cemetery Tour scheduled for Saturday, October 31, 2015.

75 cups of regular coffee - \$80.00  
50 cups of Hot Chocolate - \$60.00  
200 munchkins - \$27.96  
Creamer, sugars, equal, cups, lids, napkins  
**Total: \$167.96**

This donation will be used for complimentary refreshments.

Thank you.