

February 24, 2010

<CONTACT>  
<MANAGER>  
<ADDRESS>  
<CITY>, <STATE> <ZIP>

Re: **Ormond Beach ...**

Dear <CONTACT>:

The purpose of this correspondence is to formally request that **Investment Manager Name** direct brokerage transactions to Capital Institutional Services, Inc. (CAPIS) for the benefit of the Largo Police & Fire Retirement Plan.

- **U.S. Domestic and International Equity** - To facilitate our request, you may trade directly with your current CAPIS trader via their toll free trading number (800) 527-5756 or through their extensive network of correspondent brokers (see attached "Global Trading Network"). When transacting business for our portfolios, please inform the executing broker to credit CAPIS for the benefit of the Plan. We request that you direct 30% of the commissions from transactions in our account(s).
- **Fixed Income** – We request that you include CAPIS in your competitive bidding situations by contacting Neil Decker at the CAPIS fixed income desk (800) 247-8888. If you find CAPIS' price equal to or better than the prices submitted by other brokers, please execute the transaction with CAPIS. You should also designate CAPIS on Syndicate items for our benefit.

Regarding best execution, all brokerage transactions should be executed in accordance with your obligation to seek best execution. The use of the CAPIS network and/or the use of step-outs should allow you to meet our request without impacting your ability to achieve best execution.

Should you have any questions, please contact me at (727) 559-7333. Thank you for your cooperation.

Sincerely,

Signature's Name  
Signature's position

CC: Daniel Dekat, Capital Institutional Services, Inc.