



**North Carolina Manufacturing  
Extension Partnership (NCMEP)**

c/o NC State University  
Campus Box 7902  
Raleigh, NC 27695-7902

Phone: 919-513-6119  
Fax: 919-513-4529  
www.NCMEP.org

<<Date>>

Dear <<Salutation>><<Respondent Name>>,

Thank you once again for giving North Carolina Manufacturing Extension Partnership the opportunity to lend our business skills and technical assistance to help you achieve your company's goals. So that we may continuously improve our ability to serve you and other clients in the future, we are asking that you help us gauge the success of the services we have provided to your company in the past.

By taking our brief survey, you will be able to evaluate the quality and usefulness of our services and the impact our assistance has had on your business. The survey is conducted on behalf of the Manufacturing Extension Partnership, our national affiliate and funding partner.

The survey should take about 15 minutes to complete. To make it easier to prepare, we have provided the survey questions at the bottom of this letter for your reference as well as a list of projects we have completed with you. Your participation is voluntary and your responses will be held in confidence.

Please complete the survey as soon as possible. It can be accessed on <<survey start date>> via the web. The survey is available 24 hours a day until <<survey end date>>.

Please use one of the following options:

- Log onto <http://start.MEPclientsurvey.com> and take the survey using the username below.  
Username: <<username>>
- If you prefer, you may call **855-652-9011** between 8:00 a.m. and 8:00 p.m. EST to complete the survey by telephone. This is a toll-free number.

You may report technical difficulties with the survey to our help desk at **855-652-9011**.

Your feedback is valuable to us, and your participation is greatly appreciated.

Sincerely,

<<Director's signature>>

Phillip Mintz, North Carolina Manufacturing Extension Partnership