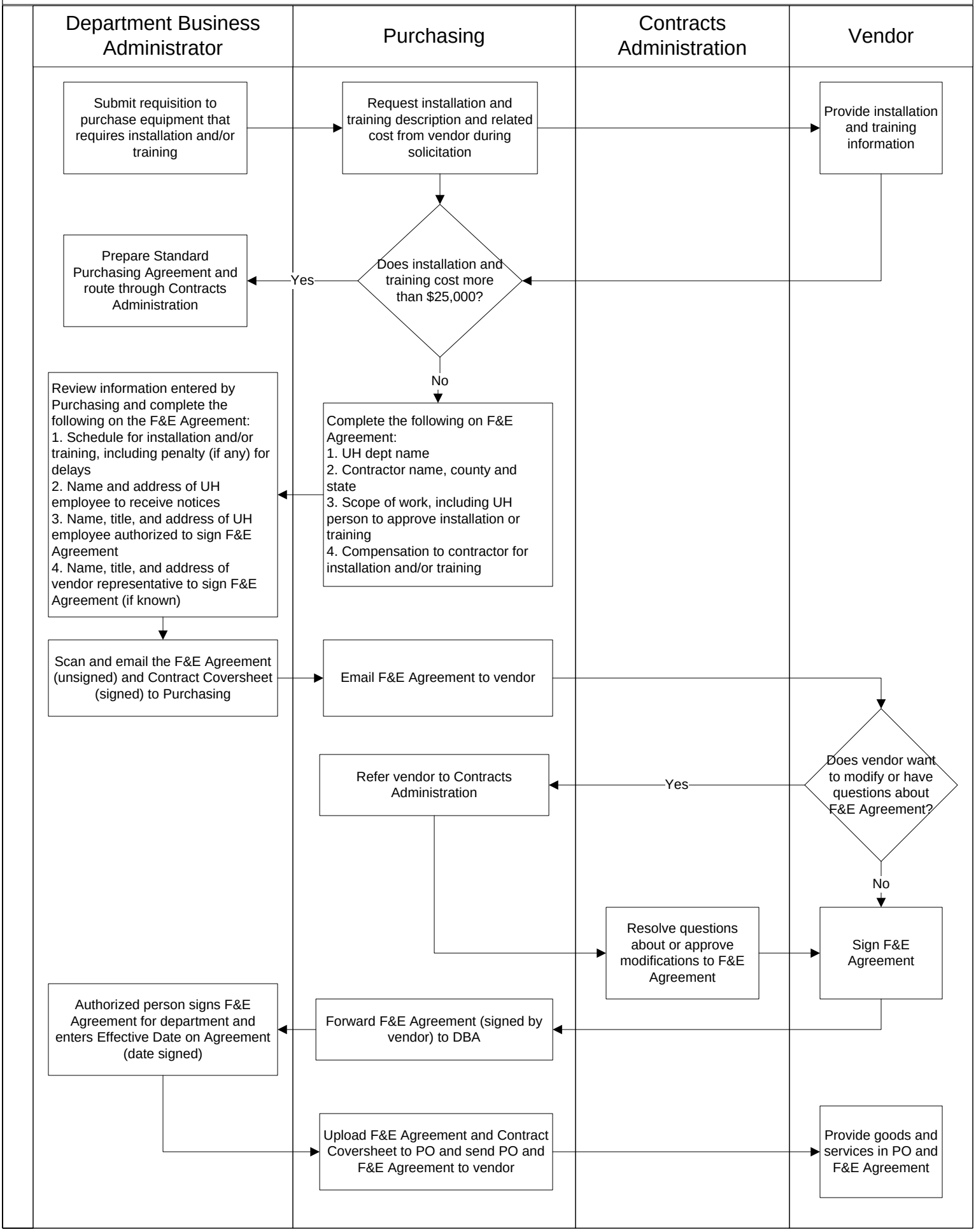Furnishings & Equipment Agreement Procedure