



Monday, May 11, 2015

TOSHIBA BUSINESS SOLUTIONS

960 BLUE GENTIAN ROAD
EAGAN, MN 55121
PHONE: (651) 994-7700
FACSIMILE: (651) 994-3084

University of Minnesota

Dear Sir or Madam:

We have been notified by the University of MN OES Department that effective 7/1/15 you will be receiving your maintenance billing for your Toshiba MFD directly from Toshiba Business Solutions. In order to assist in making this transition as smooth as possible, we wanted to communicate to you who your contacts will be from our organization.

Account Representative:

Kyle Sommer
Kyle.sommer@tbs.toshiba.com
651-994-7772

Contract Administrator:

Debbie Webster
Debra.webster@tbs.toshiba.com
651-994-7756

Please email your model, serial number, PO# (if you want one referenced on your invoice), billing address, and phone number to Debbie Webster at the above referenced email address by June 15, 2015 in order to ensure uninterrupted service and supply delivery. If you have any questions, please do not hesitate to contact me directly.

Thank you and we look forward to working with you!

Holly A. Yanish
Toshiba Business Solutions
VP of Operations and Customer Support Services
Holly.yanish@tbs.toshiba.com
651-994-7752