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Established 1969

An Equal Opportunity Employer

May 14, 2015

Dear Valued Customer:

Metro Sales has received notification that the OES summarized maintenance billing for the University of Minnesota will cease 6/30/15.

Metro Sales will now invoice all current maintenance/supply billing to the individual departments of the University of Minnesota. There will be no lapse in coverage or service.

OES will do their final billing the end of June and those final meters will be what Metro Sales will use going forward.

The first billing to the individual departments will be Oct 1, 2015 which will cover the time period of July 1, 2015 to Sept 30, 2015. All billing going forward will be quarterly. We will receive primary information from OES as to the department name, location and contact information.

We will provide the following as part of the new billing:

- Serial number
- Model
- Meter readings and corresponding dates
- Total copies per serial number
- Asset location including address, city, zipcode.

Please let us know if there are specific directions on where your department would like the invoices to go to or any changes to current information you have provided OES.

I can be contacted at 612-798-1263 or email swallace@metro-sales.com if you have questions or concerns. In addition, your sales representative Scott Kirkpatrick is available for questions by calling 612-798-1218 or email skirkpatrick@metro-sales.com.

We thank you for your business and know that Metro Sales is committed to providing products and services that will meet or exceed your expectations.

Sincerely,

Sandy Wallace
Assistant Controller
Metro Sales, Inc.

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