



Dear Valued Customer,

Due to the rise in shipping and handling costs, as of **September 1, 2011** we can no longer offer free shipping and handling on contract includes.

If you would like to provide your UPS shipping account number, we will be happy to bill it to your account so you will get the benefit of the volume discounts they provide.

If you would like to pick up your supplies at our office and save the shipping costs, you are welcome to do so.

Our address is

**1973 Bay Road
Milford, DE 19963
302-335-2510**

If neither of these are an option for you, the shipping and handling charges will be added to your contract billings for the time period in which the supplies are ordered.

Thank you in advance for understanding.

LaserTone Business Systems