



Mr. John Smith
ABC Company
123 Smith St.
Springfield, VA. 22153

Dear Mr. Smith,

I am writing with exciting news. Effective April 1, 2011, Joe Ragan's Coffee and Office Products will sell its packaging division to Arnold's Factory Supplies, Inc. Arnold's Factory Supplies is a 78 year old manufacturer and distributor of packaging materials representing the highest quality products and manufacturing engineered shipping containers. Our goal for this transition is to make your life as easy as possible. Therefore, we will be maintaining the exact same contact and sales structure that made us your choice for packaging solutions.

- When you need assistance or to place an order call the same number you always have or use our new toll free number 855-ARNOLDS. We will be there ready to supply whatever you need.
- When you need to send us a fax, use the same number you always have or use our toll free fax number 855-646-0905. Your order or request will be addressed immediately.
- When you call you will be assisted by the same Inside Sales Representative that is familiar with your needs and product history. Your Sales Representative is there and ready to serve you.
- Need a solution? Your Outside Sales Representative will be there to assist. Contact him directly or call our office at 855-ARNOLDS and we will have him contact you. Our Representatives have the most experience in the industry and even more products to offer as we combine our products and services.

For your convenience, we have enclosed contact information for orders to be delivered after April 1, 2011. Please use it for contact, purchase order and remittance information. If you have any questions, we are always here to answer them at 1-855-ARNOLDS or sales@arnoldsfactory.com.

Your Representative will contact you shortly to inform you of the exciting new products and services that will be available in the near future. Meantime, if you have any questions or concerns, you may always contact me directly at 443-386-1355 or marnold@arnoldsfactory.com.

Thank you for your business. I look forward to meeting and working with you in the future.

Sincerely,

Mick Arnold,
President and COO





**TO PLACE AN ORDER OR RECEIVE
SALES SUPPORT:**

Phone: 1-855-ARNOLDS
Fax: 1-855-646-0905
Email: sales@arnoldsfactory.com

TO MAIL A PURCHASE ORDER:

Sales Department
Arnold's Factory Supplies, Inc.
3101 Washington Boulevard
Baltimore, Maryland 21230

REMITTANCE INFORMATION:

Arnold's Factory Supplies, Inc.
3101 Washington Boulevard
Baltimore, Maryland 21230

WWW.ARNOLDSFACTORY.COM



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