



December 14, 2017

Dear valued client,

I am excited to announce that effective December 7, 2017, Citywide Office Solutions has merged into the Docutrend Imaging Solutions, an award-winning office solutions provider in the NYC and NJ metro areas. This decision was made primarily for the benefit of our clients which will benefit tremendously from their fine-tuned business processes and expanded portfolio of hardware, software and solutions.

I will be utilizing the vast resources of Docutrend to expand upon our support structure through their administrative and technical services. All your office solutions support will now be provided through Docutrend's experienced staff of over 60 professionals.

Some of the benefits of this transition are:

- A team of 22 tenured field support technicians maintaining your copier & printer fleet, which will decrease service call response time and increase equipment uptime
- The most advanced remote monitoring system available, which will send you notifications on technical issues and keep you informed every step of the way
- Automated toner replenishment system that will monitor your supply levels and automatically ship your consumables when they are needed
- An expanded portfolio of products and services to help your organization increase productivity

Please note that all future bills will come from Docutrend as well, see attached info to update your records for future AP payments

I am joining the Docutrend family and am fully committed and excited to continue providing knowledgeable advice to my existing and future clients, and am here to address any of your needs.

If you have any questions or concerns about this transition, do not hesitate to contact me directly at (718) 809-0960 or via email at hl@docutrend.com.

Yours Truly,

Hillel Leitner
Citywide Office Solutions