



December 13, 2017

Dear Clients,

We are pleased to announce that **effective December 7, 2017**, Docutrend Imaging Solutions has merged CityWide Office Solutions into its operations. As part of this agreement, Docutrend will now be providing all support related to your equipment.

CityWide Office Solutions and namely, Hillel Leitner, selected Docutrend to take over service on its copier & printer base for its clients because of its shared vision of providing world class products and services. All maintenance agreements, lease and rental agreements will now be fulfilled by Docutrend's seasoned and professional staff of service and administrative personnel.

Docutrend, founded in 2002, specializes in helping businesses control their printing and document costs through innovative software and hardware solutions. With locations in NYC, NJ and PA, it is one of the fastest growing businesses in the area and is an authorized dealer for Canon, Samsung and HP for their entire range of office equipment products. Additionally, all existing Sharp equipment will be maintained by the original Sharp team of field engineers along with direct OEM parts & supplies from Sharp.

Hillel will be reaching out to you over the coming weeks to schedule account reviews to make sure that this transition process happens as seamlessly as possible. We are confident that we will meet or exceed your expectations and look forward to continuing the tradition of excellent service that you have enjoyed with City Wide Office Solutions.

Below you will find additional contact information and information about Docutrend's additional products and services.

If you have any questions or concerns about this transition, do not hesitate to contact me directly at (646) 293-1708 or via email at arubin@docutrend.com

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron Rubin", with a stylized flourish underneath.

Aaron Rubin
President
Docutrend Inc.



Contact Information

Remit to address (effective (12/7/2017))

Accounts Receivable
Docutrend Inc.
575 8th Avenue, FL10
New York, NY 10018

Important Phone Numbers

Main Office: (212) 382-0300
Main Fax: (212) 695-0038
Toll-Free: (877) 362-3555

Website and Email Addresses

Website: www.docutrend.com
Service: support@docutrend.com
Supplies: supplies@docutrend.com
Sales: sales@docutrend.com
Accounts Receivable: ar@docutrend.com