



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 you 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 **NEW** address (as of 8/1/11) is

164 Applegarth Road

Monroe, NJ 08831

Phone (609) 371-5621

Fax (609) 336-7640

Please adjust your records accordingly.

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.

Hunter Business Systems