

Date as postmarked

Dear Sir/Madam

CHANGE OF TRADING STYLE

Thank you for your recent order(s) which, due to a company re-structure, will now be supplied and invoiced by MILLENNIUM BUSINESS SYSTEMS Limited.

As you are probably aware MILLENNIUM BUSINESS SYSTEMS Limited has been working closely with the IT Support Centre to facilitate this transitional period.

Your points of contact including telephone (08708 501370) and fax numbers (01543 458542) will remain the same along with the same friendly staff.

All computer systems, AV products and installations remain available with the same high level of service and support.

All future orders should be made out to MILLENNIUM BUSINESS SYSTEMS Limited.

All payments should now be made to MILLENNIUM BUSINESS SYSTEMS Limited and posted to the address below.

We are all excited about this opportunity which will provide you 'the customer' with a more efficient and effective service.

Should you have any questions please contact your account manager on 08708 501370.

Many Thanks for your continued support

Yours faithfully

Danny Miller
Managing Director

Millennium Business Systems Limited
81-83 Broadway
Bracknell
Berkshire
RG12 1BB

Telephone 01344 409333
Facsimile 01344 409444