



A HiTouch Company. Called This For a Reason. Experience Why.<sup>SM</sup>

Dear Valued Kosman Supply Customer,

We have some very exciting and important news for our family of customers!

Kosman Supply has merged with MyOfficeProducts! As you know, Kosman Supply has been serving the Downtown San Francisco/Bay Area market since 1987. You can rest assured that our high levels of service will be enhanced as we combine our resources with one of the largest office products dealers in the United States. Most importantly, our customers will see no changes in our current offering and personnel starting with both Jeff Coffing and Tom Pendleton. We are all staying and have extended employment agreements with our new partner. This will certainly allow us to spend more time in the field servicing our customers, and allow the day-to-day components of operations, accounting and so on to be handled by our new partner.

I am personally pleased about this because Kosman Supply and MyOfficeProducts, (a Hi-Touch company), are first and foremost committed to exceeding the expectations of our customers. We will accomplish this by providing quality products, exceptional service, state-of-the-art technology, and the best value for you as our customer. Our product offering will continue to include office supplies, Legal Index and Legal Supplies, but will now also offer contract design, space planning, janitorial products, promotional products, printing and more. You can view a short informational video on our new partner here: [www.hitouchservices.com/videos](http://www.hitouchservices.com/videos).

You will see impressive enhancements to our web ordering portal via [www.myofficeproducts.com](http://www.myofficeproducts.com), enhanced and streamlined invoicing processes, a rewards program for online ordering, and access to a wide breadth of other office related services that we previously could not offer. Further, as MyOfficeProducts is the 5<sup>th</sup> largest office supplier in the US, we will be able to offer the same if not better prices in most cases as their purchasing power is much greater than ours as a stand-alone dealer.

Kosman Supply will continue to be a leader in the office products industry in Downtown San Francisco, giving back to the community and providing even greater levels of service. We're excited about our future and what it means for us and for you, our family of customers. Our goal is to go live with our new offering, September 16th. We will be in touch with you shortly to provide updated access to the web ordering system and more.

Please feel free to contact either Jeff or Tom personally with any questions you may have. As we've always stated, we look forward to "Earning Your Business Every Day".

Thank you for your continued business.

Sincerely,  
Jeff Coffing  
Kosman Supply

Tom Pendleton  
Kosman Supply