Dear Valued Customer,

This letter is to inform you that effective 7/1/2015 you will be receiving your meter requests directly from Loeffler. These requests will be sent from MeterReadings@Loffler.com. The requests will resemble the below screenshot. These requests begin going out 12 days prior to your bill date, once you submit your current meter read the requests will stop and not be sent again until your next billing cycle. You will receive periodic reminder requests in the 12 days prior to your bill date asking you to submit your current meter read to ensure that we bill your account accurately.

Meter readings are needed for the equipment(s) listed below:

Click here to enter your meter readings online

You will click on this link to be brought to the web page for meter submission.

<table>
<thead>
<tr>
<th>Equipment/Make/Model</th>
<th>Due Date</th>
<th>Meter</th>
<th>Last Reading</th>
<th>Current Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>33426 GP051343 CANON C5045</td>
<td>5/31/2015</td>
<td>BW</td>
<td>105,080</td>
<td>4/30/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color</td>
<td>61,526</td>
<td>4/30/2015</td>
</tr>
</tbody>
</table>

Location Remarks: Room M 136

Meter instructions for model C5045:
Press Counter Check, 101= Total 108= Black 125= Color

Thank you!

LOFFLER COMPANIES INC.
1101 EAST 78TH ST. STE 200
BLOOMINGTON, MN55420
Phone: 952 925 6800
Fax: 952 925 6801
Once you click on the link you will be brought to the web page that will look like this -

Once you click continue, you will be brought to a screen to confirm your meters where you will need to click continue one more time to submit the meters.

If you have any issues during this process, you can reply to the meter reading request or e-mail MeterReadings@Loffler.com and someone will get back to you. Thank you.