



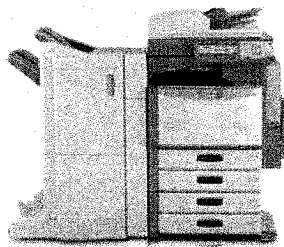
**December 4, 2012**

Dear Bill,

Thank you for giving me the opportunity to earn your business. In the following pages I have put together a proposal that will both meet and over exceed your expectations.

Proposed unit: Toshiba 3040c

- 30 PPM-Print-Copy-Scan / Color n Mono
- Automatic 100 sheet document feeder
- Color scanning
- Data overwrite security feature
- Secure print
- Automatic duplexer
- 2 x 550 universal drawer
- Sorting
- Ability to print banner size paper
- Postscript
- E-filling
- Help button
- Energy star
- USB printing
- Below shows a stapler that you can add if needed for \$28.00 per month





6750 S. Belt Circle Drive  
Chicago, Illinois 60638-4706  
(708) 594-2600  
FAX (708) 594-1508

May 26, 2011

To Whom It May Concern:

I am writing this letter of recommendation for Tina Chazinski. Tina has been our salesperson for business machines and programs for at least ten years. Tina has sold us copiers, fax machines, printer programs and various maintenance programs. I find Tina to be very down-to-earth and a genuinely nice person. As a business associate, I find her to be very compassionate about selling us the various items that we need. She is very knowledgeable of all the products she represents. She does not use a salesperson's usual pressure tactics to buy the products. On the contrary, if she feels that a machine is still in good condition, she will advise us to keep it and not purchase a new machine. Tina is always available with answers to questions and help regarding any of the products we purchase. The most helpful attribute of Tina is when she presents her products; she goes out of her way to explain the contracts. She will not let us sign a contract without being confident that we understand what we are signing and all the questions that we have were answered thoroughly. In closing, I am recommending Tina very highly and I know she will meet your expectations.

Sincerely,

A handwritten signature in cursive script that reads "Marian Hayes".

Marian Hayes  
Midway Windows & Doors

### **WHY PROVEN BUSINESS SYSTEMS?????**

- ❑ With over 35 years of experience in the industry, Proven Business Systems knows the importance of giving customers the service and support that they deserve. We understand that there is a market for a company who treat their customers with honesty, care, and respect and that is exactly what we do.
- ❑ Along with multiple lines of equipment, Proven Business Systems offers a full line of document management solutions to minimize any problems an office may have conducting their day-to-day business.
- ❑ Proven Business Systems offers a guaranteed 4 hour response time.
- ❑ Proven Business Systems will greet you with a live voice every time you call our office.
- ❑ Proven Business Systems offers a 2 hour emergency service call. If a customer is in an emergency they can evoke the 2 hour option at no additional cost. This will remain in place as long as customers are not abusing this service.
- ❑ Proven Business Systems offers a same day loaner policy if necessary. If for some reason a machine can not be fixed that day, Proven will bring a similar machine the same day for the customers use.
- ❑ Proven Business Systems will hand deliver toner in the case of emergencies.
- ❑ Proven Business Systems employs a committed staff of sales and service employees that are more than willing to help in any way they can.
- ❑ Proven Business Systems has over a 95% customer retention rate.

I am giving you a very aggressive proposal. I am positive that this unit will meet your needs, give you room to grow and take in all your end user needs.

This proposed equipment will allow you to print copy and scan. You can add any other features up to 7 years. This proposal will give you new equipment, service and supply contract.

Monthly lease program:

- 63 months \$222.76 per month
- Mono copies at \$.008 per copy. Overages will be billed at \$.007. Example, a contract that includes 50,000 mono and 12,000 color will be billed at \$1,240.00.
- Service will cover all parts, labor and consumables. Excludes paper.

Equipment can be delivered with-in 48 hours.

Please review this information and let me know how you would like to proceed forward.

Thank you,