



January 29, 2009

Central Piedmont Community College
Marie Helms
PO Box 35009
Charlotte, NC 28235

To CPCC Employees:

Welcome to Forms & Supply, Inc.'s office supply program. We at FSI understand and appreciate your goal to minimize the cost of procurement. To this end we offer a completely customizable single source program to our customers and look forward to working with you after the implementation of contract 615A.

From order entry method to invoicing and reporting needs your program can be designed specifically for you. We don't expect any of our customers to fit a predetermined mold. Using FSI as your single source office supply vendor allows CPCC to save money by placing a single order, receiving a single package and paying a single invoice. With over 10,000 items in our catalog and multiple additional sources we feel certain that we can effectively supply your office supply, equipment and furniture needs.

Convenience and exemplary service are our hallmark. FSI offers next business day service with no delivery charge. Our completely auditable pricing program assures customers of consistent and predictable pricing.

We appreciate your consideration of the FSI program and look forward to working with you in the future.

Sincerely,

Candy Lawson
Account Manager
Forms & Supply, Inc.

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AUGUSTA, GA

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COLUMBIA, SC

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