LOFFLER

May 14, 2015

Dear Valued Customer,

This letter is to inform you that effective 7/1/2015 you will be receiving your meter requests directly from Loffler. 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 were to enter your meter readings online



UM - Amplatz Children's Hospital - 2414 S 7th St Rm M-136 1st Fl East Bldg Dept of Pediatrics Minneapolis MN 55454-1435

Equipment/ Serial	Make/ Model	Due Date	Meter	Last Reading	Current Reading
33426 GPQ51343	CANON C5045	5/31/2015	*B\W	105,080 4/30/2015	
			*Color	61,626 4/30/2015	
Location Remarks	s: Room M 136				

Meter instructions for model C5045:

Press Counter Check, 101= Total 108= Black 125= Color

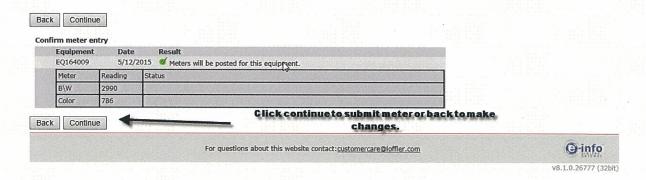
Thank you!

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 -

Ø LOGOUT			The state of the state of			
Enter meter readings						
Equipment:			Contact:			
Serial number:	Phone:					
Item / Description: 5559B003A	Location:					
Make / Model: CANON / C						
Meters:				*Date: May 12, 2015		
	Last reading date	Last reading	Meter ty	/pe	New reading	
	May 11, 2015	2990		"B\W:		Enter your current
	May 11, 2015	786	*	Color:		meters here
Continue	Glick here to c					
	@-info					
						v8.1.0.26777 (32bit)

Once you click continue, you will be brought to a screen to confirm you 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.