



September 14, 2009.

Greetings!

We want to share some very special news with you all, but first...

Please note the following **IMPORTANT DATES** on your **2010** calendar:

1. **MARCH 2010.** *Anticipated Move Date* to our new, state-of-the-art home in the City of Ontario.
2. **APRIL 2010.** *Sales Meeting* at the end of the month in our new Office Master headquarters to kick-off new programs & more...
3. **JUNE 14-16 2010.** *NeoCon, Chicago... Suite# 3086.* Office Master's Show Space for the premier office furniture Industry event.

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### **OUR PLEDGE TO YOU...**

That's right, Office Master has been growing for years and we are finally making the long overdue move by "exchanging" into a new, custom-built building at a great deal. With this long-planned move we anticipate that we will improve our long-term ability to serve our steadily growing business!

Big News, right? Well, even with all of the excitement Office Master will still do everything to ensure that our customers and products remain our primary focus and will be minimally affected. Towards that goal, here's ***Office Master's Pledge to you*** (our Dealers, Customers, Reps, and Staff...) during the transition:

1. **PROJECT WORK.** Project work is **always** our number one priority. No matter how busy we are we will never compromise and miss projects. Contact Wallace or Wilson if you have a project that you'd like to discuss...
2. **FABRIC PROGRAM.** We are extending the current fabrics program until we move. This means that the majority of our current line of fabrics will still be held at good inventory levels with a few minor exceptions that will be noted in a separate follow up email.
3. **ORDERS.** Orders will continue to ship out on-time and with the same utmost attention to Quality & Service...

Questions? Call us @ (909) 392-5678. Otherwise, have a great new week ahead...

Sincerely,  
*Ozzie*

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