



Sterling Business Forms, Inc.

## NEW LOCATION

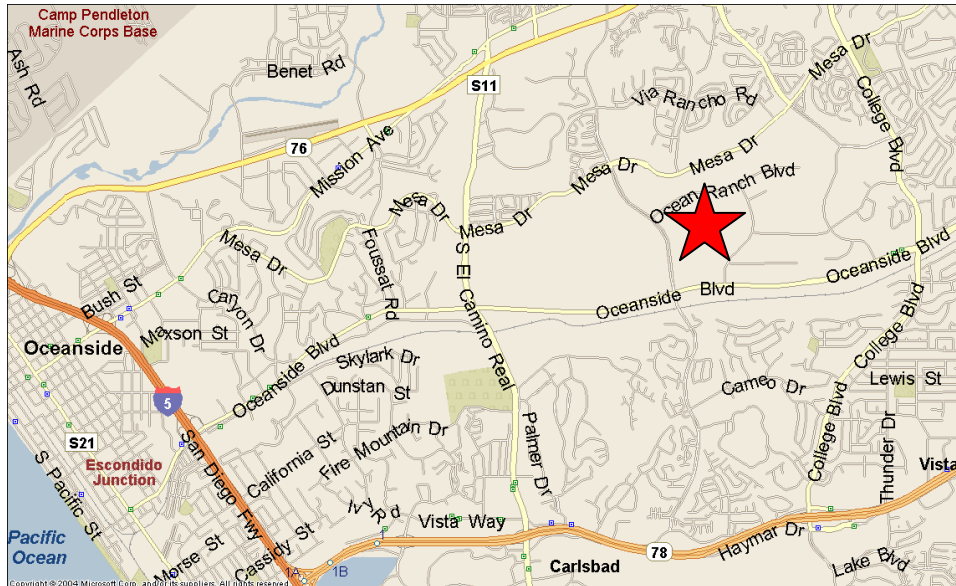
The reason for this letter is to share with you some changes in our Southern California location.

First, we are relocating our plant from San Diego to Oceanside. We feel our new facility will help us improve service to our customers by giving us a more centralized Southern California location.

New information as follows:

Address: 3809 Ocean Ranch Boulevard, Suite E  
Oceanside, CA 92056  
Phone: (800) 288-7899  
Local Phone: (760) 966-1068  
Fax: (760) 966-1305

Our San Diego office will not be taking calls **Monday, May 7<sup>th</sup> - Wednesday, May 9<sup>th</sup>** to transfer telephones, computers and equipment. Our Medford Customer Service Representatives will be able to take your call and help with your needs on these days. They can be reached at (800) 759-3676 or fax information to (800) 234-2409. We will not be shipping or having any customer pick up on these days. We will resume full business on **Thursday, May 10<sup>th</sup>** in our new location.



Secondly, we have expanded our Customer Service staff and hired Christine Wadstein. Please take a moment to call our San Diego office for a quote on your next print job or just to introduce yourself:

\* Anne Marie Barajas

\* Christine Wadstein

We will make every effort not to create an inconvenience for you or your customers. We appreciate your continued support of Sterling Business Forms, Inc. and hope that our partnership continues for many years.

Thank you.