



3765 PORT UNION ROAD
P.O. BOX 8025
FAIRFIELD, OHIO 45014-8025
513-874-3200
800-536-1613
FAX 513-874-3323

July 28, 2008

Ken S. Swink, Director
Southwestern Ohio EPC
303 Corporate Center Dr. Suite 208
Vandalia, OH. 45377

Dear Mr. Swink,

Ellenbee Leggett is constantly striving to improve processes for EPC Members. Ellenbee Leggett is pleased to offer Southwestern Ohio Schools a new early payment option. After submission of the signed Banking Arrangement Agreement that is attached, we will offer terms of "1%-7days-ACH". The 1% will be deducted and show as a credit amount on the bottom of all your invoices. Ellenbee Leggett will send your Accounts Payable Department an email each time we Debit your checking account. This email confirmation will contain the following information: ACH date, the total amount of the ACH debit, individual invoice numbers, credit or debit memo's numbers and amounts, and will be broken down by individual school accounts. If you need a further explanation, I will be happy to talk with you regarding this process.

This new initiative will streamline and automate our Accounts Receivable processes enabling Ellenbee Leggett to provide you the best service at the least cost possible. All you need to do is complete the attached form and return to Ellenbee Leggett in the enclosed envelope.

Sincerely,

Michele Gravens
Controller



Ellenbee Leggett

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P.O. BOX 8025
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800-536-1636
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ELLENBEE BANKING ARRANGEMENTS

COMPANY NAME _____

I (We) hereby authorize Ellenbee Leggett Co., Inc., hereinafter called COMPANY, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my(our) account indicated below and the depository/depositories named below, hereinafter called DEPOSITORY/DEPOSITORIES, to debit and/or credit the same to such account(s).

FOR INVOICE PAYMENTS

BANK NAME: _____

CITY: _____ **STATE** _____ **ZIP** _____

TRANSIT/ABA NO. _____ **ACCOUNT NO.** _____

AUTHORIZED BY: _____ **DATE:** _____

TITLE: _____

ATTACH A VOIDED CHECK FOR THE BANK ABOVE