

# PAPER SOURCE

Thursday, June 21, 2007

Greetings!

In an effort to update all of our vendors on routing information, we are thrilled to send to you an updated Routing Guide with our new shipping address:

**Paper Source, Inc**  
**716 W. Kinzie**  
**Chicago, IL 60610**

Please review the attached Guide, print, sign and fax or email back to our Shipping/Receiving Department at (312)-906-9690 or [inbound@paper-source.com](mailto:inbound@paper-source.com) no later than June 29, 2007.

Please be sure that the person responsible for arranging shipments with the carrier (at each of your shipping locations) is aware of and understands the new shipping address. They should replace any previous copies of a Routing Guide for Paper Source – even if you just recently received an updated Routing Guide.

Please call the Shipping/Receiving Department at (312)-775-6933 if you have any questions or need clarification.

Thank you in advance for your prompt attention.

Best regards,

Davis Chand  
Shipping/Receiving  
Paper Source, Inc  
716 W. Kinzie  
Chicago, IL 60610  
(312)-775-6937 direct line  
(312)-906-9690 fax  
[inbound@paper-source.com](mailto:inbound@paper-source.com)