



"Keeping Your Documents In Motion"

January 29, 2008

Stephen Heller
Assistant Vice President, Administrative Services
New York University
726 Broadway – 2nd Floor
New York, N.Y. 10003

Subject: Use of Recycled Paper

Dear Steve,

This letter is to affirm that all office machines (copiers, fax and printers) provided through TGI to New York University will perform at optimum factory standards using 30% post consumer recycled paper.

Recycled paper with a higher percentage of post consumer recycled content, i.e., 50% - 100%, may also be used but some copiers may require a minor service adjustment to ensure optimum machine performance.

All departments should feel free to contact Scott Lewis, Manager of NYU Supply Central and Copy Central, at 212-998-1200, with any questions on recycled paper brands and to report any issues with recycled paper performance.

If there are any other issues or concerns regarding this matter please feel free to contact Darren Adler at 718-237-0060 x1115.

Sincerely,

Stephen Adler
TGI Office Automation
President