June 23, 2015

Dear Producer:

Enclosed is a 13-month supply of charts for your use. These charts are to be used only on Aspire Energy stations and not producer deduct meters. At this time, you should have an ample supply of charts to carry you through to our next mailing. Therefore, if you do request additional charts prior to that time, you will be invoiced accordingly.

You will be responsible for purchasing your own envelopes and applying the proper postage as required when mailing your charts to Aspire Energy on a monthly basis, per the chart changing instructions below. When purchasing your envelopes, please use a 9” x 12” manila envelope. All charts are to be mailed to the following address:

**Aspire Energy of Ohio LLC**

**300 Tracy Bridge Rd.**

# Orrville, OH 44667

**All charts should be mailed within two days after the final change dates as listed below for all systems.** Charts received late will not be processed until the following month resulting in delayed payment. Please make sure that the charts are submitted with all of the proper information completed on the back of the chart **including the 6-digit meter number.**

The chart-changing schedule for **ALL SYSTEMS** is as follows:

 **Production Period** **Chart Change Days**

 June 2015 June 30 -July 3

 July 2015 July 31 - August 4

 August 2015 August 31 - September 2 September 2015 September 30 - October 2

 October 2015 October 30 - November 3

 November 2015 November 30 - December 2

 December 2015 December 30 - January 4

 January 2016 January 29 - February 2

 February 2016 February 29 - March 2

 March 2016 March 30 - April 1

 April 2016 April 29 - May 3

 May 2016 May 31 - June 2

 June 2016 June 29 - July 1

 July 2016 August 1 - 3

Sincerely,

Darlene Hoffman