Dear Producer:

Enclosed is a 13-month supply of charts for your use. These charts are to be used 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.** Please be advised that standard mail delivery by the postal service does not have a guaranteed delivery time. Recent trends indicate a longer delivery period than 2-3 days. Charts received after the 15th of the month could be considered late and may not be processed until the following month. This could result 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 station number.**

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

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

April 2021 April 28 – April 30

May 2021 May 27 – May 31

June 2021 June 28 – June 30

July 2021 July 29 – August 2

August 2021 August 27 – August 31

September 2021 September 28 – September 30

October 2021 October 28 – November 1

November 2021 November 29 – December 1

December 2021 December 28 – January 3

January 2022 January 27 – January 31

February 2022 February 25 – March 1

March 2022 March 28 – March 31

April 2022 April 28 – May 2

May 2022 May 26 – May 31

June 2022 June 28 – June 30

July 2022 July 28 – August 1

August 2022 August 29 – August 31

Sincerely,



 Jennifer Meyer