



April 29, 2019

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:

<u>Production Period</u>	<u>Chart Change Days</u>
May 2019	May 29 – 31
June 2019	June 28 – July 2
July 2019	July 30 – August 1
August 2019	August 29 – September 3
September 2019	September 30 – October 2
October 2019	October 30 – November 1
November 2019	December 2 – December 4
December 2019	December 30 – January 2
January 2020	January 29 – January 31
February 2020	February 27 – March 2
March 2020	March 30 – April 1
April 2020	April 29 – May 1
May 2020	May 28 – June 1
June 2020	June 29 – July 1
July 2020	July 29 – July 31
August 2020	August 31 – September 2

Sincerely,

Jennifer Meyer