19th August, 2018.

The Procurement Department,

Living Faith Church, Worldwide.

Dear Sir,

**LETTER OF INTRODUCTION**

We wish to introduce our company’s products and services to your organization which we hope will interest you.

Prefix Smartnet - a duly registered service provider in Nigeria, offers professional services in office equipment and office automation services; including production printing, document management and maintenance/repair services for printers and photocopier machines. We provide sales, deployment, installation and after-sales support services of office equipment such as; printers, copiers, multi-functionals, and the supply of genuine spare parts and consumables such as; toner/ ink cartridges, office stationeries and printing papers (A4 and A3).

Not only do we offer superior quality products and services, but we also offer attractive pricing. Our goal is to consistently provide the best in products, services and attractive pricing to our clients.

**OUR PRODUCTS AND SERVICES**

We are currently offering the following products and services:

1. **Sales of printers, photocopiers and multifunctional printers (ALL-IN-ONE PRINT, COPY AND SCAN).**

We offer various models, ranging from low speed desktop (small) printers to high speed large multifunctional printers (MFP’s), copiers and large format plotters; different models of monochrome and Colour machines of HP, SHARP and RICOH products. Depending on your business need, we offer you the products that best meet your business demand. We ensure that our customers are satisfied with the products, with attractive pricing and flexible payment plans that include; pay on delivery and partial payment (instalment).

We also provide free training for the users of these products in order to operate and use the machines effectively and conveniently.

2. **Supply of ORIGINAL toner and ink cartridges, spare parts, other consumables for the printing/copying machines and Office stationeries**.

Prefix Smartnet already has the strategy relationship and direct access to the manufacturers for the supply of genuine (original) products; Ink and toner cartridges, consumables, spare parts r and office stationeries such as; reams of papers and pins.

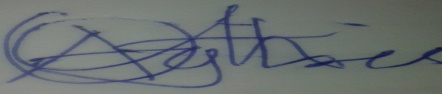
3. **Repair/ Maintenance services of photocopiers, multi-functional printers (MFP’s) and large format plotters of HP, SHARP, RICOH, KYOCERA, XEROX and CANON**

Whether you have an old printer/copier that needs repair or a functional one that requires preventive maintenance, we provide services for any model of printers, photocopier, MFP's and wide format plotters; including installation/ configuration, user authentication codes and after sales services. For colour or black/white machines, we have got experienced and trained engineers and technicians for any copier or printer repair services to keep the machines in good condition and working order. We provide excellent preventive and corrective maintenance services of these machines for our clients. Our maintenance team is readily available, on-call basis, to provide on time and all times service availability to our customers even on weekend and public holidays.

We trust the above offers will interest you and give you the best value for business. We appreciate if you can give us an appointment to have a detailed discussion on the benefits and the advantages of the above proposal.

Thank you for your time, and we look forward to receiving further instructions from you and doing business with you soon.

Sincerely,



Agbebaku Friday

For: Prefix Smartnet.

I7/19, Bamgbose Street, Lagos Island.

Tel: +2348036265764, +2349052671451

Email: prefixsmartnet@gmail.com