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February 1, 2018

Christopher L. Jackson
City of Columbus
120 Marconi Blvd.
Columbus, OH 43215

Dear Mr. Jackson:

This letter is also to confirm that Kronos® equipment and software (including the Telestaff Software) is sold and serviced only through Kronos district offices or Kronos authorized dealers.

Kronos' authorized seller and maintenance provider of Kronos/Principal Decision Systems equipment in Ohio is the Kronos office located at:

240 Commerce
Irvine, CA 92606
Phone: 800-580-7374

Kronos' goal is to handle questions regarding the sole sourcing of Kronos products in a consistent manner, which is why we utilize this letter format. If you have any questions relating to anything in this letter, please feel free to contact me anytime.

Very truly yours,

A handwritten signature in blue ink, appearing to read "John O'Brien", is written over a faint, light blue circular stamp or watermark.

John O'Brien
Senior Vice President, Global Sales