



May 15, 2018

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:

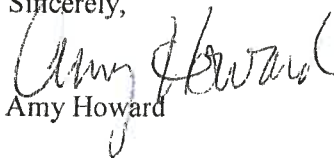
**Aspire Energy of Ohio LLC  
300 Tracy Bridge Rd.  
Orrville, OH 44667**

**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 15<sup>th</sup> 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 meter number.**

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

<b><u>Production Period</u></b>	<b><u>Chart Change Days</u></b>
August 2018	August 29 – 31
September 2018	September 28 – October 2
October 2018	October 31 – November 2
November 2018	November 28 – November 30
December 2018	December 28 – January 2
January 2019	January 30 – February 1
February 2019	February 27 – March 1
March 2019	March 29 – April 2
April 2019	April 29 – May 1
May 2019	May 29 – 31
June 2019	June 28 – July 2
July 2019	July 30 – August 1
August 2019	August 29 – September 3

Sincerely,

  
Amy Howard