



COMMITTEE FOR PURCHASE FROM  
PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

703-603-7740  
FAX 703-603-0655

August 21, 2009

Jefferson Plaza 2, Suite 10800  
1421 Jefferson Davis Highway  
Arlington, Virginia 22202-3259

Mr. Michael Helou  
General Manager  
OfficeXpress, Inc.  
7705 Alabama Avenue  
Canoga Park, CA 91304

Dear Mr. Helou:

At the outset, I would like to thank OfficeXpress, Inc. for your interest in partnering with the AbilityOne Program. We have reviewed your application, including your expression of willingness to meet all criteria for AbilityOne distributors, and your sales performance agreement. As your firm has agreed to ensure that AbilityOne supplies will be provided to Federal customers whenever there is a AbilityOne product meeting their needs, **we are pleased to authorize you as an AbilityOne products distributor.**

This authorization applies only to AbilityOne office products and is based on your GSA Schedule. As the AbilityOne Program's distributor initiatives continue to develop, we may advise you of some modifications in the expectations for AbilityOne distributors. In such an event, the AbilityOne Program would provide you with adequate notice (at least 30 days) if any changes are expected on your part.

The Committee appreciates your interest in and support for the AbilityOne Program and looks forward to a productive relationship that will benefit Federal employees and people who are blind or have other severe disabilities.

Sincerely,

Eric O. Beale  
Commercial Distribution Coordinator

Cc: Joyce Rey, NIB  
Katherine Fitch, NISH  
Sheila Czajka, United  
Dick Nichols, S.P. Richards  
Julie Best, LCI

