



October 8, 2018

**RE: CUSTOMER AND SERVICE PROVIDER NOTICE – Annese & Associates, Inc.**

Dear Valued Business Partner:

As previously announced, Annese & Associates, Inc. (“Annese”) was purchased by ConvergeOne, Inc. (“ConvergeOne”), a leading provider of state-of-the-art communications and data solutions. We are now excited to announce that, effective October 15, 2018, Annese will be integrating its operations into ConvergeOne to use the *power of one* to better serve you and your organization.

The following general information might help you understand how these integration efforts affect your organization:

- Effective October 15, 2018, all agreements that are currently in place between your organization and Annese (“Agreement(s)”) will be assigned from Annese to ConvergeOne.
- Effective October 15, 2018, Annese will neither receive nor issue any orders under these Agreements. Instead, ConvergeOne will receive or issue the orders.
- Annese will continue to perform on all orders placed before October 15, 2018.

**What does this mean for Customers?**

The operational integration is beginning on October 15, 2018. We ask for your patience as we transition to unified system applications and toolsets. We will be processing orders using a system-based, ramp-down / ramp-up approach, which means the following with respect to your orders:

- The team will continue to deliver on your orders, regardless of system used, just as they do today
- During the transition, you may receive an invoice from either Annese, a ConvergeOne Company, or from ConvergeOne. The applicable company will be determined by the system in which the order is processed.
- Please send payments to the “remit to” address specified on your invoice:

ANNESE & ASSOCIATES, INC.	OR	CONVERGEONE, INC.
421 Broad Street, Suite 5		NW 5806
Utica, NY 13501		PO Box 1450
		Minneapolis, MN 55485-5806

- For those who prefer to pay electronically, banking information for Annese and ConvergeOne is as follows:

	For Annese	For ConvergeOne
Bank Name	NBT Bank 52 South Broad Street Norwich, NY 13815	Wells Fargo Bank, N.A. 670 McKnight Rd N, 4th Floor St. Paul, MN 55119
Transit (routing) #	02130557	121000248
ACH #	N/A	N/A
Account #	7004538190	4121407985
Account Type	Checking	Checking
Currency	US Dollar	US Dollar
Name on Account	Annese & Associates, Inc.	ConvergeOne, Inc.
Send remittance information to	<a href="mailto:UpstateNYFinance@convergeone.com">UpstateNYFinance@convergeone.com</a>	<a href="mailto:WireAlerts@ConvergeOne.com">WireAlerts@ConvergeOne.com</a>

Finally, enclosed is a Form W-9 in the name of ConvergeOne, Inc.

**What does this mean for Suppliers/Service Providers?**

We ask for your patience as we go through the operational integration and transition to unified system applications and toolsets. We will be processing orders using a system-based, ramp-down / ramp-up approach. As we place orders with you:

- You will continue to deliver on our order as you do today
- During the transition, a system-generated purchase order (“PO”) will be issued to you which will indicate which company is processing the order (i.e., Annese or ConvergeOne).
- Please invoice the appropriate company as specified on the PO in accordance with the payment terms of your Agreement
- Please send invoices via email or mail to the appropriate company specified on the PO:

ANNESE & ASSOCIATES, INC.	OR	CONVERGEONE, INC.
ATTN: Finance		ATTN: Accounts Payable
421 Broad Street, Suite 5		3344 Highway 149
Utica, NY 13501		Eagan, MN 55121
Email: <a href="mailto:UpstateNYFinance@convergeone.com">UpstateNYFinance@convergeone.com</a>		Email: <a href="mailto:accountspayable@convergeone.com">accountspayable@convergeone.com</a>

- Questions concerning your invoices to Annese may be directed to Finance at 315-866-2213 or [UpstateNYFinance@convergeone.com](mailto:UpstateNYFinance@convergeone.com). Questions concerning your invoices to ConvergeOne may be directed to [accountspayable@convergeone.com](mailto:accountspayable@convergeone.com).

ConvergeOne appreciates your business and looks forward to continuing a strong working relationship with you and your company.

Regards,



John Lyons  
President, Field Organization  
ConvergeOne, Inc.