



The Office Shop^{Inc.}

•Supplies • Furniture • Equipment • Service•

Is Now A Division of:



March 14, 2024

Dear valued customers,

We hope this letter finds you in good health and high spirits. We are thrilled to share exciting news with you—**The Office Shop, Inc.** has undergone a change in ownership! As of **March 07, 2024**, we are proud to introduce our new owner, Employee-Owned Advanced Business Methods, an office products and solutions company headquartered in West Fargo, ND. The local ownership now expands to all employees at The Office Shop as an **employee-owned business**. The daily operations at The Office Shop, in both of our locations, will remain unchanged. Scott and Jodie will continue to work with the ABM team to ensure a smooth transition.

Over the past 41 years we have built our business by taking exceptional care of our customers and our employees. Joining the ABM team, we are very excited to continue to provide all your office supplies and furniture needs, along with an expanded offering of our Canon copier products. We are proud of our staff, and we can assure you that they will remain committed to helping you with your business needs.

The ABM team, led by Jeff Ellingson, are excited to be partnering with a great local organization with deep roots in the communities they serve. “Scott and Jodie Johnson have formed a great locally owned and operated organization with a great staff, and we hope to continue that same path by providing exceptional sales, service, and products that all The Office Shop customers have become accustomed too. We are also thrilled that the local ownership will remain in these communities as The Office Shop employees are becoming owners of The Office Shop through our ESOP (Employee Stock Ownership Program), which will help continue the local hometown feel that The Office Shop is known for.”

The Office Shop/ABM team’s commitment to excellence remains unwavering. We are dedicated to ensuring a seamless transition, and we assure you that your business relationship with us will remain unchanged. Our products, services, and quality standards will continue to meet and exceed your expectations. This newly formed joint venture will bring a wealth of experience and fresh perspectives to our company. We are confident that The Office Shop Inc. will continue to thrive and provide exceptional service to all our valued customers.

Thank you for your continued trust and support. We appreciate your loyalty and look forward to many more successful years together.

Sincerely,

Scott & Jodie Johnson

Owners, The Office Shop Inc.

scott@theofficeshopinc.com

hrjodie@theofficeshopinc.com

Jeff Ellingson

President, Advanced Business Methods

jeff.ellingson@abmnow.com

The things we want you to know:

- 1) ABM has acquired The Office Shop.
- 2) The Office Shop name will remain the same.
- 3) The Aitkin and Brainerd stores will still have the same hours.
- 4) The local ownership now expands to all the employees at The Office Shop as ABM is an employee-owned company.
- 5) The daily operations at The Office Shop will remain the same. Your log in and passwords and account numbers will remain the same. All of our contact information is unchanged.
- 6) Scott and Jodie will still be working at The Office Shop, through the transition period.
- 7) The employees at The Office Shop will remain the same and are now part of the TOS/ABM team.
- 8) The only change we can think of is that invoices will eventually come from ABM's headquarters in West Fargo, ND.
- 9) The Office Shop and ABM will continue to be an Authorized Dealer for Canon.

- 10) All the products that The Office Shop has provided in the past will continue to be the same.

About Advanced Business Methods

Advanced Business Methods (ABM), a North Dakota Company, has been in the office machines business for 53 years representing its product lines from Canon, Ricoh/Savin, Kyocera, Lexmark, and HP. ABM also operates a Technology Services Division, ABM Technology Group, which provides managed IT services to its customers. ABM currently has additional offices in West Fargo, Bismarck, Grand Forks, Jamestown, Dickinson, and Minot, North Dakota; and resident technicians located in Williston, Devils Lake, Wahpeton North Dakota, and Bemidji, Minnesota.

ABM is a 100% employee-owned company (ESOP). Currently, there are approximately 90 owners/employees on staff providing services and support. ABM owns and operates its own leasing company, thus not having the lease contract sold through a third party. ABM services all of North Dakota, Northern South Dakota, as well as Eastern Montana and Western Minnesota and now Central Minnesota. This number does not reflect the hundreds more supported throughout the United States with their many National Account customers.

Questions? Concerns? Please reach out to us!

If you have any questions or concerns regarding the partnership of these two great companies, please contact us! Whether an Email, phone call, or even fax, we want to assure you the great service and support you've had with The Office Shop is going nowhere. We believe the future is going to be better for everyone, customers, and employee-owners alike.

info@theofficeshopinc.com 218.828.9000 phone 1.800.450.9000 toll free 218.828.0674 fax

Thank You for your continued business!