

DDS

ATTORNEY . COPY . MESSENGER

SERVICES

“NEW ELECTRONIC BILLING AND STATEMENTS”

December 17, 2003

TO ALL DDS LEGAL SUPPORT SYSTEMS, INC. AND VSC ATTORNEY SERVICE CUSTOMERS.

In an effort to improve services to our customers DDS Legal has been upgrading its software and services during the past year.

We have now added invoice and statement e-mailing to our list of services for our clients. You can have your invoices and statements quicker than ever and they will be in *electronic* format so that they can be forwarded by e-mail to those in your staff that needs to review the documents prior to payment. This will reduce paper copies and loss of documents in the routing process and would allow for the printing of the documents only as needed.

A form is attached to allow you to designate the e-mail address that the invoices and statements will be sent, please complete the form in full and return it to us as soon as possible. We will begin sending the e-mailed invoices and statements on the first billing date for your account after receipt of the form.

Thank you,

Donald R. Lawrence
Accounting Manager