



OHM Systems, Inc.

2008 Business Updates

V-2008-01-01

Happy New Year to all. We hope everyone entered the new 2008 year with good health. And that the year is filled with possibilities and positive ventures.

EVENTS:

March 12-15 – OHM will have a booth at the ISPA Show – Baltimore MD

May (week of 18th) OHM will be hosting an OHM User Group Meeting.

Actual dates for the week will be confirmed before end of January. The event is confirmed based on the fantastic and prompt responses from our clients!

PROCESS:

Effective January 7, 2008 our new process for receiving and handling Work Authorizations will be

Use of a new form – Copy attached w/instructions

(this will also be available in January on our web page)

Please note the new form MUST BE used starting January 7, 2008. Old forms will not be accepted and may cause delay to process. NO new 2008 WA's will be processed until a sign off is received from your company stating you have read and understand the new WA Guidelines. (see attached form)

Processing fee – A minimum charge of \$250 per WA will be charged and will include up to one hour of technical or technical support work. All additional effort will continue to be billed at the level rate of the OHM person based on your company's WES rate plan.

If you have a current WA in the queue (with a date prior to 31 December 2007) you will receive notification of its scheduled date or it's completion in January 2008.

INVOICING:

Effective with all invoices dated January 2008 and forward OHM will be faxing or emailing to you. This will provide OHM a log of date, location and time invoices were sent. If you do not want back up detail of the invoice faxed you need to send an email to OHM's finance department or if you have any individual names for attention to please email us. Otherwise all invoices will be sent to the attention of Accounts Payable. – finance@ohmworld.com Our next phase of this process will be making your invoices and statements available on line for you to access 24X7.

10250 Chester Road – Cincinnati OH 45215 Ph:513-771-0008 Fax:513-771-0101

www.ohmworld.com