

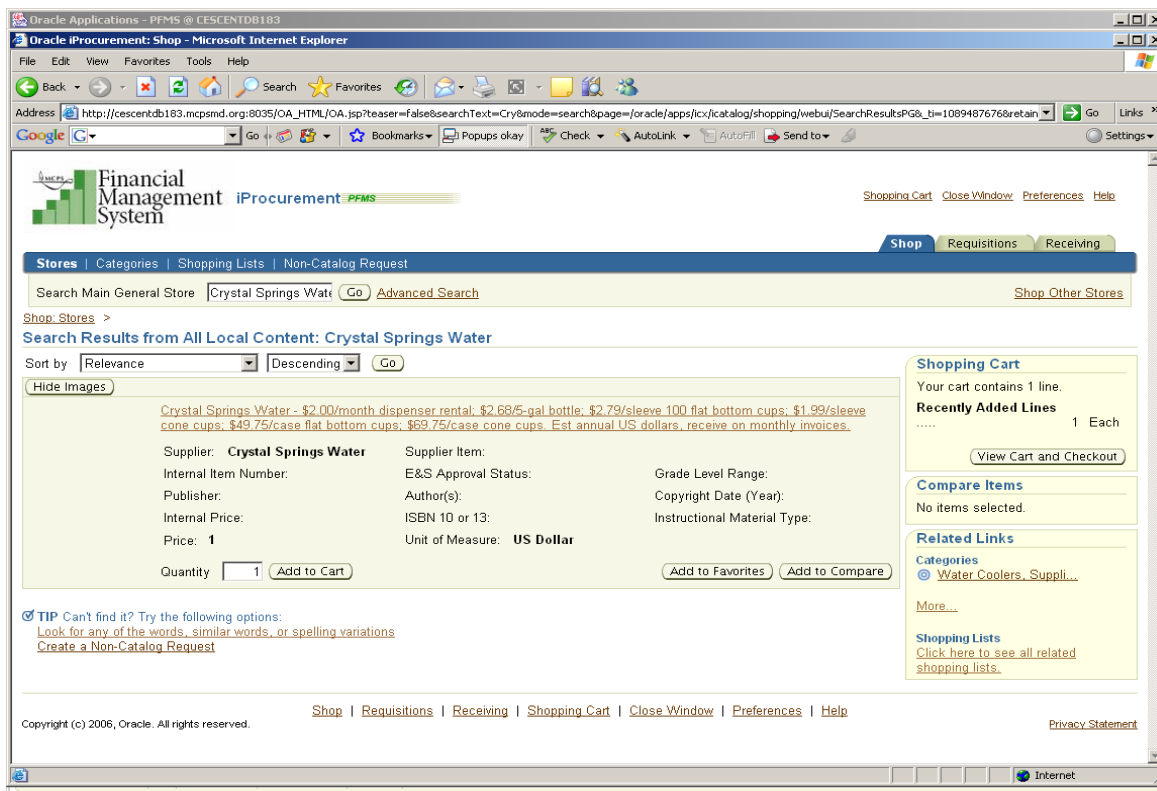
To: All FMS Users

Subject: Water Cooler Rental and Bottled Water Services

FY12 water cooler rental and bottle water services remain the same. The rental cost of the dispenser is \$2.00/month and the 5-gallon water containers are \$2.68/bottle. Cups, both cone and flat bottom, are available by the package or case.

Prepare your FY12 purchase order by the estimated dollar amount you anticipate spending for FY12. Search in FMS Main General Store, Crystal Springs Water. You will receive a monthly invoice from Crystal Springs. Receive in iProcurement, by the purchase order number, monthly based on the invoice amount. Forward the invoice to accounting with your PO number and receipt number.

Vendor	FMS Order Location	Keyword Search
Crystal Springs Water	Main Store	Crystal Springs Water



New Account setup, contact the Key Account Group with Crystals Springs Water. You will need your Location, Contact, Phone number, number of dispensers, number of bottled waters, cups, if any that should to be delivered monthly.

Key Account Group phone number, 866-307-6092

Key Account Group e-mail for questions/problems Key@water.com

Rep contact for questions/problems is Rick Seligman, 301-535-2779 or rseligman@water.com