

Danny Langford  
ITQ  
Alexandra Court  
The Moors  
Thatcham  
Berkshire  
RG19 4WL

7th October 2013

Dear Danny

On behalf of all of us at Reading Mencap I would like to offer my sincere regards to you and ITQ for your help in obtaining a new printer/copier for our offices.

As a Charity we rely on the support of businesses such as yours to enable us to create an excellent working environment for our staff.

The speed and efficiency of your installation was, although promised, excellent. The equipment supplied is rich in features, easy to operate and based on our experience so far, very reliable.

I have no reservation in recommending ITQ to other organisations within Mencap or anyone looking at new network print solutions.

I look forward to a long and successful business relationship with you.

Yours Sincerely

Mandi Smith  
Chief Executive Officer  
Reading Mencap