DIGITAL OFFICE EQUIPMENT

September 22, 2025

Beaufort County Board of Education
2900 Mink Point Blvd
Beaufort, SC 29902

Dear Beaufort County Board of Education,

I hope this letter finds you well. My name is Kasey McTier with Digital Office Equipment. I am writing to request the following information regarding the Board of Education's current copier and printer arrangements:

1. A copy of the current lease or purchase agreement(s) for your copiers and printers
2. Any service or maintenance contract(s) associated with those machines
3. The last six (6) months of invoices related to copier and printer equipment and services

If these documents are available electronically, I would be happy to receive them via email. Please let me know if there are any associated fees or if a specific process must be followed to access these records.

Thank you in advance for your assistance. I appreciate your time and look forward to your response.

Thank you,

[redacted]