



April 2012

Dear Vendor Partner:

Thank you for your interest in becoming an abstractor for WebTitle Agency. We are a growing abstract/title insurance company in Rochester, NY. We made the Rochester Business Alliance's list of the Top 100 locally owned companies in 2009 and 2010. We employ 130 people, including 3 attorneys. We strive to provide a quality time-sensitive product while always maintaining courteous relationships with our clients and vendors.

We built our business on pro-active communication with our client partners. We believe that separates us from our competition, but in order to do that we need you to keep us updated if any order will not be delivered in the time frame specified. If it is involved, the weather is bad, your internet connection is down, whatever the circumstance – please call us as soon as possible. This way we can keep our clients aware of the status of their time-sensitive work.

We can place orders verbally, by fax or email. We have the capability to receive searches via fax or electronically, courier - whatever is most convenient for you. Just let us know on the attached Vendor Information Sheet.

The companies that can consistently deliver a quality product quicker than others will maintain and increase their business. You are a crucial part of our success. Everyone in the title industry wants as much of their work back in 24 hours as possible. We simply cannot provide this type of service without your professionalism and reliability.

If an issue ever arises, whether it is with a member of our staff or receiving payment for invoices within the time frame agreed upon– please let me know immediately and I will resolve the issue at once. We look forward to working with you for many years to come.

Sincerely,

Alan P. Roides  
Chief Marketing Officer / Partner  
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