



Nebraska Farm
Business, Inc.

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"Yielding Success Through Financial Management"

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Dear Client,

Now that we have transitioned to doing much of our information transfer electronically, it may be beneficial to invest in a scanner if you do not already have one. A scan of a document tends to be much clearer than fax or picture taken by a cell phone. It also tends to be more convenient when uploading information into one of our portals. If you are looking for a recommendation, there are two scanners that we have been using in our office that have treated us very well. These are:

- Canon imageFORMULA P-215 II Scan-tini Mobile Document Scanner
- Canon imageFORMULA DR-C225 II Office Document Scanner

Any scanner in this family would work for your needs, as there are many different price levels.

Another piece of technology you may consider investing in is a web-cam. If you are working on a laptop, there is a very good chance it has one built in. However, if you are working on a desktop, this will come in handy if we do have to conduct video meetings. The Logitech brand was recommended to us by an IT professional and it is what we have been using in our office. You don't need to buy the most expensive one, but probably you probably shouldn't buy the cheapest one either. We have stuck with the ones around \$100 for our use.

Sincerely,

Nebraska Farm Business, Inc.