



July 26, 2017

RE: Notification of Facility Move

Dear Valued Customer:

Applied Ink Solutions is preparing to move to our new location at 200 Flanders Road in Westborough, Massachusetts. The construction phase of the expanded, state-of-the-art facility of our parent company MicroChem, is well underway and on schedule for completion at the end of August. We have tentatively set the operations move date from our current location in New Hampshire to Westborough, MA for the weekend of September 1, 2017.

Prior to the move, the Westborough site needs to receive inspections and building occupancy approval. Some current equipment will be moved and reinstalled in the new facility, along with the installation of new equipment. Once in place, equipment qualifications will be performed and manufacturing will be resumed.

We plan to complete the transition and resume production by September 8<sup>th</sup> to minimize downtime and supply disruption. We ask that you please plan your purchases around this transition period.

Your business is important to us and we will do everything we can to ensure that this site move is as minimally disruptive as possible to your business operations. Please feel free to contact me at 603-595-6221, ext. 311 or email [sales@appliedinksolutions.com](mailto:sales@appliedinksolutions.com).

Sincerely,  
Carolee R. Dalton  
Account Manager