

August 15, 2017

Subject: Change Notification – Relocation of Facility and Equipment

Dear Valued Customer,

We are pleased to inform you that MBK Tape Solutions is relocating its Headquarters and manufacturing facility from 10138 Canoga Avenue, Chatsworth, CA 91311 to an upgraded, larger facility.

Please distribute this information to your Quality Assurance, Purchasing, Shipping, and all other appropriate Departments within your company.

**Move Details:**

Move Date: **September 7, 2017.**

Our move will start on September 7, 2017 and the estimated facility relocation will be **completed by September 11, 2017.**

The new facility address is:

MBK Tape Solutions  
9959 Canoga Avenue  
Chatsworth, CA 91311

**Advance Move Planning:**

To ensure that this move is as transparent to our customers as possible, MBK Tape Solutions has built up an inventory of product safety stock during the move transition period. If you would like us to ship it prior to the scheduled release date in September we can do that. If you have any special requirements questions please contact your sales representative or call Jason Zajac, Vice President of Sales at the main number below.

**Quality Management System and Regulatory Approvals:**

This move only involves the physical location of the facility and all equipment.

All existing ISO 9001:2008 Quality Management System Processes as well as all other Manufacturing, Inspection, and Test processes, fixtures, tooling, test sets, etc. will be re-located to the new facility, intact and without change. The processes at the new facility will be validated to ensure that they continue to yield fully compliant products to our customers specifications.

We have coordinated this move with our ISO registrar, Quality Assurance Systems International, to ensure that our system will remain approved to ISO 9001:2008 after the relocation.

**Continued Approval by Your Company after the move:**

After the move, MBK Tape Solutions welcomes all customers to visit our new facility and perform Quality audits and surveys as needed. Please contact MBK Tape Solutions in advance to make arrangements for an on-site visit.

**Contact information:**

Phone and Fax Numbers: MBK Tape Solutions telephone and fax numbers will remain unchanged:

(Phone):	(818) 998-1477
(Fax):	(818) 998-6059
(Toll Free)	(800) 479-9707

Thank you for your business and support. We look forward to our continued success together!

Sincerely,

Jason A. Zajac  
Vice President of Sales