

July 17, 2018

Subject: **Valmark Address Change**

To whom it may concern,

We are excited to announce that we are moving the location of Valmark's Headquarters in Livermore, CA.

Fortunately, our new location is less than 2 miles away! As a result, our entire business—including our website, email and telephones, will be fully operational during the moving process and you will not experience any changes or delays in service, production or shipping during that time.

We will begin our move on: Monday, October 1, 2018 and expect it to be complete by November 2018.

Please update your records with our new physical contact information:

Valmark Industries, Inc.
161 S Vasco Road, Ste L
Livermore, CA 94551

(O) 925-960-9900

Finally, this move is for our engineering and administrative offices **only** and will **not** affect the location of our manufacturing facility in Monterrey, Mexico. Similarly, this move will have no effect on the current REMIT-TO address in your system.

If you have any further questions regarding this information, please feel free to contact your Sales or Customer Service representative.

Because Valmark Industries, Inc. has no control over the use or application of these parts, it is the sole responsibility of the OEM customer and/or its designated manufacturer to test all custom parts for fitness-of-use and validation of design prior to acceptance of production units. Valmark Industries provides expertise in the layout and consistent fabrication of high quality, reliable membrane switch, custom graphics and labeling products. Valmark and its employees do NOT purport to be experts in the end-use application of our customers, or the environments in which these products will be stored and/or used. Unless agreed to in writing, all sales and acceptance of POs with Valmark Industries are controlled only by Valmark standard Terms and Conditions, the full text of which may be found at: <http://nidec-vis.com/wp-content/themes/VIS-template/TC.pdf>