

December 13, 2016

RE: Heatcon's move – Phase II

To our valued suppliers,

As most of you know, we have been moving our operation to a new facility just two doors down from our old facility. The move began in Sept with Phase I, which moved our administrative staff into the new bldg.

Now that the rest of our facility is ready for occupancy, Phase II of our move is well underway and a completion date is just around the corner. Production staff have moved during the past couple of weeks and are up and running in the new facility. Shipping and Receiving are the last departments to move and will be joining us on Monday, Dec 19th.

As of Dec 19th 2016, please change our shipping address to 480 Andover Park East (and our billing address if you have not already done so). The complete address is listed above on this letterhead. This new shipping address will apply to any open PO's you may have on your books for us that will hit our dock on or after 12/19.

We appreciate your help with this transition.

Sincerely,



Pam Miller
Purchasing Manager
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