



Quality and Dependability Since 1922

P.O. Box 215, 105 Scott Ave., Paris, ON N3L 3E7 Canada
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December 22, 2015

Subject: **Calgary Warehouse orders to be sent to Paris head office**

Dear Valued AMP Calgary Warehouse Distributor,

As we come to the end of 2015, the management of AMP has been reviewing our order processing and inventory management at our Calgary location and it has been determined that we can offer better service to our Calgary warehouse customers if we centralize our order processing to Paris, ON where we can better utilize our new Streamline ERP system.

Improvements will take place in phases over the next 9-12 months.

- Phase 1. Transfer order processing and inventory management to Paris, ON.
- Phase 2. Secure larger warehouse space.
- Phase 3. Increase stock levels in Calgary.

In an effort to better serve our Distributors who draw product from our Calgary location, effective **Monday February 1, 2016** we will be implementing Phase 1 whereby **ALL** orders will be processed at our head office in Paris Ontario.

Please send your orders to:

Jackie Emmerson

Email: jackie@advantagemaint.com

Fax: 1-877-265-9957

Phone: 1-800-265-9957 (ext. 241)

Minimum order amount will remain at \$200.00

Confirmation of your order will be sent back to you. Best efforts will be made to send this confirmation within 90 minutes of receiving your order.

Orders will be ready for pick up / shipping at the Calgary Warehouse 1 hour after of receiving your confirmation. **DO NOT ARRANGE PICK UP BEFORE RECEIVING CONFIRMATION OF YOUR ORDER.**

All pricing, stock availability, and order inquiries are also to be made with **Jackie Emmerson** as of **Monday February 1, 2016.**

Thank you for your patience during this transition and for your continued support. From all of us at AMP we wish you and your Family a Happy Holiday Season.

John Underwood

Executive Vice President and GM