



August 3, 2018

VIA OVERNIGHT DELIVERY

The Wisconsin Department of Workforce Development
Dislocated Worker Unit
P.O. Box 7972
Madison, WI 53707

RECEIVED
AUG 08 2018
BY:

Re: Notice of Restructuring and Consolidation of Green Bay Facility

To Whom It May Concern:

OneTouchPoint will be restructuring and consolidating its facility at 1023 Main Street, Green Bay, Wisconsin. As a result, 30 of the location's 38 positions will be eliminated. We expect to begin eliminating positions on October 1, 2018, and will continue until the restructuring and consolidation is complete on November 1, 2018. Attached to this letter as **Exhibit A** is a list containing the job titles of the positions that will be affected, the number of affected employees in each job classification, and the expected termination date. No bumping rights exist.

OneTouchPoint will ensure that employees will be paid all earned wages and agreed upon benefits at the time of their termination.

For further information, you may contact the undersigned either by phone at (414) 902-2655 or by mail at the following address: 1225 Walnut Ridge Drive, Hartland, WI 53029.

Sincerely,

Aly Beveridge
Vice President of Human Resources

Attachment

1225 Walnut Ridge Drive • Hartland, WI 53029
T 800-332-2348 F 262-369-5647

1TouchPoint.com
MIL-29394320-2

EXHIBIT A
LAYOFF SCHEDULE

<u>Job Title</u>	<u>Number of Employees</u>	<u>Date</u>
Mailroom Associates (Part-Time Temporary)	3	August 30, 2018
Digital Print Associates	5	October 1, 2018
Mailroom Associates	1	October 1, 2018
Prepress Associates	1	November 30, 2018
Mailroom Associates	3	November 30, 2018
Bindery Associates	4	November 30, 2018
Client Services	1	November 30, 2018
Digital Print Associates	1	November 30, 2018
Driver	1	November 30, 2018
Maintenance	2	November 30, 2018
Press Operator	3	November 30, 2018
Print Supervisors	3	November 30, 2018