



February 29, 2024

Dear AssureVault client,

This communication brings news of change.

We entered the commercial records storage market in 2004 with the acquisition of Tyler Offsite Storage. For over twenty years, we have been privileged to serve many loyal clients such as you and your organization.

Some of you also know that our business took an unexpected turn in 2009 when we began storing and retrieving books for a handful of our academic and institutional customers. That service became the dominant part of our storage business model, including the addition of a second location and archives grade warehouse in Gahanna, OH (Columbus area).

Our marketing and sales efforts for new commercial storage customers ceased several years ago.

Late last year, we made the difficult decision to exit the commercial market and focus solely on our book depository services and to move all services to our facility in Gahanna. We initiated a search for a suitable successor, and we are pleased to announce that we have agreed to sell and transition commercial storage and services to Access Corporation.

Access is the second largest provider in the records storage market and a company with a reputation for excellent customer service. More importantly, they have a very strong presence and an experienced team in the local NE Ohio region. Lastly, Access is the largest customer of DHS Worldwide, the same client inventory software that AssureVault has used to manage your assets. This makes for a very smooth and accurate transition.

We are already working closely with Charles Suffredini, GM, and the local Access team in Brecksville, OH. They will be following this communication with a second letter, introducing their team, and explaining a bit more about the transition. The current time frame for relocating all commercial records is March 15<sup>th</sup> to April 30<sup>th</sup> plus or minus a week.

We want to express our sincere appreciation for your years of support and opportunity to serve your practice or business. It has been our pleasure, including working with many of you personally for most of the past 20 years.

Please call with questions. We are happy to provide any additional details.

Sincerely,

*Laurie Banaszak*

Laurie Banaszak  
General Manager, AssureVault

*Jay Fairfield*

Jay Fairfield  
President, HF Group, LLC