



1125 West 6<sup>th</sup> Street, Suite 200  
Los Angeles, CA 90017  
MAIN 213.250.3000  
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February 22, 2018

**RE: AMI is Happy To Announce That On February 16, 2018,  
Services Provided Will Become Part of File Keepers, LLC**

Dear City of Hermosa Beach,

Thank you for working with AMI, we truly appreciate it. I am pleased to let you know that AMI has merged with File Keepers, LLC, a company with more resources, enabling us to continue growing.

File Keepers, specializing in hardcopy file storage and document destruction, is SOC certified with more than 40 years of experience providing the highest level of service to more than 2000 customers. File Keepers' acquisition of AMI underscores its commitment to World-Class Document Management Services.

AMI employees are being retained at File Keepers, and all agreements with our vendor partners (like Laserfiche) and customer partners, are being assigned, transferred, and accommodated. We will operate from 1125 W. 6<sup>th</sup> Street, Suite 200, Los Angeles, CA 90017 until further notice. The transition will be seamless and transparent. Your invoices will be from File Keepers and your payments will need to be made out to File Keepers, LLC.

By becoming part of the File Keepers family of customers, you will receive excellent, timely, and conscientious service. You will also have access to other services, including records storage, shredding, and programs tailored to your specific needs.

One formality: In order to ensure no interruption in your service, we need for you to indicate that you are aware of this change and do not object to it. By signing below and returning this letter noting your agreement, you will be guaranteed there will be no interruption in your service. Please return by email to [george@amipaperless.com](mailto:george@amipaperless.com) or by mail at the above address.

If you have any questions or concerns, please call me at 818.281.2812. Should you have any questions about File Keepers or would like to receive more information about additional services, please contact Mr. Juan Avila at 323.889.6533 or visit [www.filekeepers.com](http://www.filekeepers.com).

Warm Regards,

George Bandarian II, ECMp, CDIA+  
President & CEO

**Assignment of Contract from AMI to File Keepers, LLC**

The below acknowledges and consents to the assignment of the rights and obligations of active contracts currently held by American Microlmaging, Inc. to File Keepers, LLC.

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_