



AGENCY AND CLIENT MEMORANDUM

FROM: ATP & ASSOCIATES, LLC DBA: A. T. PANCRAZI INSURANCE
SUBJECT: CURRENT & FUTURE CHANGES
DATE: JANUARY 18, 2013

NOTICE: NEW OFFICE LOCATION

As many of you may know we have been working on moving into a new office location. We are moving forward and hope to be at 350 W. 16th Street, Yuma before this summer starts. We will remain in the 333 W. 8th Street office while construction work on the new office renovation is done.

ATP has shared the current office space with A.T. Pancrazi / Schofield Family Insurance, LLC. They have decided to relocate into a different office space and will be moving out of 333 W. 8th Street on February 1, 2013. They will be moving to 2435 S. 8th Avenue, Yuma.

Both Agencies have shared resources while in the same office and we will no longer be able to do so. A.T. Pancrazi / Schofield Family Insurance will keep the current phone (928-783-3345) and FAX number (928-783-1131). They will change their mailing address to 2435 S. 8th Avenue, Yuma, AZ 85364.

You may be doing business with both Agencies and each Agency will make every effort to help you with this transition. We have both put together a transition plan for your phone calls, faxes, electronic mail and regular mail. We understand that this transition may cause you some concern and we would request that you discuss this with us so that we can correct any issues before they become a problem. Our business will continue to provide the same high quality advisement and service which you have known.

Please share the following on ATP & Associates, LLC DBA: A.T. Pancrazi Insurance

- **Location:** will remain at our current 333 W. 8th Street location until renovations are complete on the new office space at 350 W. 16th Street, Suite 103.
- **Mail:** no changes; we will continue with the same web site, e-mail addresses & regular mail addresses.
- **Telephone & Fax:** our numbers are now: **Phone:** 928-783-0000 or **Fax:** 928-783-3731

We would like to take this opportunity to thank you for the support and loyalty you have shown us in the past, and hope that you will let us continue to serve your business and develop your personal insurance needs.

Sincerely,

Handwritten signature of Douglas A. Pancrazi in black ink.

Douglas A. Pancrazi
Administrative Member

Handwritten signature of Mark R. Pancrazi in black ink.

Mark R. Pancrazi
Administrative Member