

January 21st, 2022

Good afternoon,

I'd like to share some company updates with you. We have created a new position of Parts Sales Manager; I am currently transitioning to that role. As Parts Sales Manager, I will be overseeing the Outside Sales Team that visits our accounts on a regular basis. Gari McQuade, in his role as Parts Manager will continue to manage the Inside Sales Team.

With that being said, we will be shifting the responsibilities of the central territory to a new Outside Salesperson. Until we find and train my replacement, I will continue to fill that role. Please continue to reach out to me as you normally would. Even after we backfill the position, I will continue to be a resource for you to utilize.

The best part about this move is that once we have a new person in place, they will be able to devote even more attention to your needs than I was previously able to.

I will work with the new salesperson to make a personal introduction with each of you and will make regular joint visits throughout the year.

As part of this transition, I will be transferring phone numbers. My primary new phone number is 315-427-2647, please update your contacts. I will be holding onto the old cell phone number for a few months to help ease the transition.

I am looking forward to visiting soon!

Thank you for your continued business and understanding. If there are any questions on this or any other matter, please reach out anytime, now or in the future!

Sincerely,



Steve Quintal
Parts Sales Manager
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