



Norwood Promotional  
Products

10 West Market Street  
Suite 1400  
Indianapolis, IN 46204  
317.275.2500  
317.275.2570 Fax  
www.norwood.com

July 8, 2010

Indiana Department of Workforce Development  
Dislocated Worker Unit  
10 North Senate Avenue  
Indianapolis, Indiana 46204-2277

**Re: Norwood Promotional Products, LLC WARN Act Notice.**

To Whom It May Concern:

Pursuant to the Workers Adjustment and Retraining Notification Act of 1988, Norwood Promotional Products, LLC and its parent and affiliated entities (collectively, "the Company") hereby gives notice that it will be closing its entire operations located at 10 West Market Street, Indianapolis, Indiana. This closing is permanent and will result in the termination of all employees of the Company at the facility, who are not relocating to other company facilities. It is anticipated that terminations will begin September 7, 2010 and will occur in phases until approximately January 31, 2011 as the Company winds down its operation.

The total number of employees that will be affected is fifty-seven (57). The job classifications, number of employees in each job classification and dates of terminations are set forth in the schedule attached to this letter as Exhibit A.

Notice of this termination has been provided to all affected employees. The employees will not have bumping rights. The employees are not represented by a union.

If you have any questions, please contact Margit Fawbush, Manager - Communications at 317-275-2549.

Respectfully,

Sheron Bowman  
Director – Human Resources

## EXHIBIT A

<u>Position</u>	<u># in Position</u>	<u>Release Date</u>
Industrial Designer	1	September 7, 2010
Marketing Director	1	September 7, 2010
Product Developer	1	September 7, 2010
VP Marketing - Canada	1	September 7, 2010
SVP HR & Customer Relations	1	September 11, 2010
Cash Applications	2	September 30, 2010
Collector	3	September 30, 2010
Credit Clerk	1	September 30, 2010
Credit Coordinator	1	September 30, 2010
Credit Support	1	September 30, 2010
Inbound Credit Relations	2	September 30, 2010
Research Specialist	1	September 30, 2010
Receptionist	1	October 29, 2010
A/P Clerk	4	December 15, 2010
Accounting Manager	1	December 15, 2010
Collections Supervisor	1	December 15, 2010
Credit Analyst	1	December 15, 2010
Credit Coordinator	1	December 15, 2010
Credit Supervisor	1	December 15, 2010
Designer	3	December 15, 2010
Payroll Manager	1	December 15, 2010
Sr Creative Services Coordinator	1	December 15, 2010
Sr Financial Analyst	1	December 15, 2010
VP Finance	1	December 15, 2010
Creative Services Director	1	December 31, 2010
Director Inside Sales	1	December 31, 2010
Director IT	1	December 31, 2010
Executive Assistant	1	December 31, 2010
HR Director	1	December 31, 2010
Inside Sales Account Specialist	3	December 31, 2010
Inside Sales Lead	1	December 31, 2010
IT Analyst	1	December 31, 2010
Marketing Communications Manager	1	December 31, 2010
Marketing Manager	1	December 31, 2010
Merchandiser II	1	December 31, 2010
Product Developer	3	December 31, 2010
Sales Analyst	1	December 31, 2010
SVP & General Counsel	1	December 31, 2010
SVP Sales	1	December 31, 2010
Systems Administrator	1	December 31, 2010
VP Compensation & Benefits	1	December 31, 2010
Paralegal	1	January 7, 2011
HR Generalist	1	January 28, 2011
Merchandise Manager	1	January 31, 2011