



900 Kimberly Dr., Carol Stream, IL 60188

PUBLIC WARN NOTICE

VIA EMAIL & REGULAR U.S. MAIL

October 15, 2024

Via Email

WARN COORDINATOR

Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
P.O. Box 1087
Jefferson City, Missouri 65102
Email: ETT.DWD@dhewd.mo.gov
Phone: 1-800-877-8698

Chief Elected Official of Earth City

Attn: Mayor Tishaura Jones
City Hall - Room 200
1200 Market Street
St. Louis, Missouri 63103
Email: mayor@stlouis-mo.gov

RE: OUTPUT SERVICES GROUP, INC., WARN NOTICE

This correspondence shall serve as Output Services Group, Inc.'s (the "Company"), notice under the Worker Adjustment and Retraining Notification (WARN) Act. The Company will permanently close its Earth City facility located at 13145 Lakefront Dr., Earth City, Missouri 63045 (the "13145 Lakefront Dr. Facility"), and wind down all remaining operations in Earth City, Missouri. Therefore, all operations will cease at the 13145 Lakefront Dr. Facility. Effective on or about December 31, 2024, the Company will separate a total of 59 employees from the 13145 Lakefront Dr. Facility. We expect all employment losses and the closure at the 13145 Lakefront Dr. Facility to be permanent. Nearly all employees reporting into the 13145 Lakefront Dr. Facility will have their employment terminate. Approximately 1 employee will be retained in remote capacities for a customer support role not associated with on-site production.

In an abundance of caution, the following information is provided in compliance with WARN:



1. *Name and Address of Facility Closure and Mass Layoff Location* – The Company’s facility located at 13145 Lakefront Dr., Earth City, Missouri 63045. The Company’s FEIN number is: 22-3168044.
2. *Reason for Mass Layoff*– The Company’s decision to close the 13145 Lakefront Dr. Facility and engage in the mass layoff of its employees (including on-call and remote workers) is due to its consolidation of all current and future production into the Company’s existing Carol Stream, IL location (900 Kimberly Drive, Carol Stream, IL 60188). This decision is driven by the Company’s ability to effectively consolidate the production in existing facilities with newer equipment and more advanced IT infrastructure.
3. *Permanent Employment Loss* - We expect all employment losses to be permanent as the Company’s 13145 Lakefront Dr. Facility, in its entirety, will permanently close.
4. *Separation Date* – Impacted employees are being separated beginning on or about December 31, 2024 (working through on or about December 31, 2024), and continuing as the Company winds down its operations of the 13145 Lakefront Dr. Facility.
5. *Job Titles and Number of Affected employees in each position:*

Job Title/Department	Total Number of Affected Employees in Each Position
Ambassador of 1 st Impressions	1
Bindery Specialist	3
Client Experience Representative	2
Digital Manager	1
Digital Specialist	7
Director, Distribution and Fulfillment	1
Director, Support Services	1
Finishing Specialist	1
Fulfillment Lead	1
Fulfillment Specialist	6
Fulfillment Supervisor	1
HR Business Partner	1
Inserter/Inkjet Specialist	14
Mail Acceptance Lead	1
Material Handler	1
Mechanic/Machine Specialist	3
Postal Specialist	2
Production Supervisor	2



QC Specialist	1
Scheduling Specialist	1
Senior Client Experience Representative	1
Senior Inserter/Inkjet Specialist	3
Shipping/Receiving Specialist	1
Technical Support Specialist	1
VP, Operations	1
Warehouse Lead	1
TOTAL Employees Affected:	59

6. *Bumping Rights* – Employees slated for termination *do not* have bumping rights that apply to this closure and the permanent layoffs resulting from the closure.
7. *Union Representation* – The Company’s employees *are not* represented by a union.
8. *Company Official* – If you have further questions or need additional information, you may contact Ron Lambert at (630) 597-9100 or via email at Ron.Lambert@osgconnect.com.

A copy of the notice the Company mailed to all affected employees on October 15, 2024 and also hand delivered and/or emailed to all affected employees on October 15, 2024, is attached hereto as “**Exhibit A**”.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Lambert", is positioned above the title "Chief Legal Officer".

Chief Legal Officer

Enclosure (**Exhibit A**)

EXHIBIT A



900 Kimberly Dr., Carol Stream, IL 60188

**NOTICE OF PERMANENT CLOSURE TO AFFECTED EMPLOYEES PURSUANT TO THE
WORKER ADJUSTMENT AND RETRAINING NOTIFICATION (WARN) ACT**

Via Regular U.S. Mail on October 12, 2024

Hand Delivered on October 15, 2024

Electronically Mailed on October 15, 2024, if applicable

Date: October 15, 2024

As a result of Output Services Group, Inc.'s (the "Company") decision to consolidate all current and future production into our existing Carol Stream facility in Illinois, the Company will permanently close its Earth City facility located at 13145 Lakefront Dr., Earth City, Missouri 63045 (the "13145 Lakefront Dr. Facility"), and wind-down all remaining operations in Earth City, Missouri. Therefore, all operations will cease at the 13145 Lakefront Dr. Facility. We expect all employment losses and the closure of the 13145 Lakefront Dr. Facility to be permanent.

This notice, which in an abundance of caution is issued in compliance with the Worker Adjustment and Retraining Notification (WARN) Act, is to inform you that your employment is being terminated, effective on or about December 31, 2024 (or such later date as identified by the Company, if and as required by the wind-down of operations and transition of client work to the Company's other facilities). We anticipate employee separations to commence on or about December 31, 2024, and to continue through on or about the end of 2024. All employees assigned to the 13145 Lakefront Dr. Facility will be impacted, except for approximately 1 support worker.

The Company does not anticipate that any employees will be recalled and bumping rights do not apply to this layoff.

For those affected employees who participate and remain employed by the Company through on or about December 31, 2024, Company health insurance benefits will continue through December 31, 2024. As a reminder, Company health insurance benefits continue through the end of the calendar month when termination occurs. Your rights to continue coverage under COBRA will be provided to you by mail from our plan administrator.

On behalf of the Company, thank you for your service and contributions to the Company and wish you all the best in your future endeavors. If you have further questions or need additional information, you may contact me at 630-597- 9100 or ron.lambert@osgconnect.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Lambert", is written over a horizontal line.

Ron Lambert
Chief Legal Officer