



ISO 9001:2000 Registered



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customerservice@accessassembly.com

To: Procurement / Purchasing Manager

Re: **ACCESS ASSEMBLY** organizational introduction.

Dear Sir or Madam:

Please allow us to introduce ourselves and present our services to your organization.

We are a developing Contract Manufacturing Company with our roots firmly based in electronic medical equipment manufacturing. The formation of our management team has its core values based on the standards established by the GMP and GDP as well as strict adherence to the governance set by the regulatory agencies. We are **ISO 9001:2000** certified and our goal for the near future is to obtain the certifications for **ISO 13485 Medical Devices, ISO/TS 16949 automotive standards and ISO/AS9100 aerospace quality standards.**

Currently in our industry the primary focus of supplier-customer relationship is "productivity" and "efficiency". While these terms also describe us very well, we feel that the terms "friendly", "helpful", and above all "customer oriented" fit our mold. At Access Assembly our main business is to provide customized electronic products and/or assemblies of accessories for electronic medical devices as well as subassemblies for electronic consumer products and automotive industry. We can accommodate any order regardless of size. Our customers will receive the personalized service they deserve.

We offer more than just a set of hands to put individual pieces together. Our team of contract manufacturing professionals will guide the customer through the entire process and often find a better and more efficient method to complete the job. The welcome result is that our customers can lower their total overall costs, attain a better handle on their asset and overhead utilization, and keep their inventory levels low. All this, translates into a "shorter time to market" and increased ability to respond to market demands and fluctuations without being limited by the manufacturing cost. At the same time we give our customers the ability to focus on their core business.

Please tell us how we can become part of your approved suppliers. We would like to have the opportunity to do business with your organization.

Don't hesitate to contact us at customerservice@accessassembly.com or you can contact me personally at babii@accessassembly.com or 847-894-1047 to further discuss any business opportunities.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "Jon Babii". The signature is written in a cursive, flowing style.

Jon Babii

President and Operations Manager
ACCESS ASSEMBLY LLC