



Return this form by fax to: (515) 282-9117, or mail to:
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Notice of Branch Closing

This information needs to be updated since you are planning to close a branch.

What is the closing date? _____

_____ How many offices do you now have? (_____ Main Office(s) requiring a market territory and _____ Branches)

_____ How many are non-contiguous?

What is the address of the branch you are closing? _____

Should the personnel at this branch now be listed at the address of a different office?

(Please list personnel that will be transferred to another office, and their contact information at the new location.)

Currently we have the following personnel listed as "Key Staff" for all of the offices of _____.
Please make any necessary changes.

Current billable hours weekly are: _____

Please redraw your territory map to indicate any change in territory.

Thank you for helping TempNet Central keep our records up to date!