



May 5, 2020

OFFICIAL NOTICE: Our laboratory and corporate offices are moving!
Effective June 1, 2020 our new address is: 140 East Rawson Avenue, Suite 301, Oak Creek, WI 53154

To our valued clients, suppliers and associates,

We are pleased to announce that MECA is relocating to a larger, upgraded facility in Oak Creek, Wisconsin just ten minutes away from our current location. Our new facility is designed to improve our capabilities to better serve our clients.

This letter provides advance notification so you may plan within your company to ensure business operations between our companies remain uninterrupted. Please distribute this information to all departments within your company including: Accounting, Quality, Purchasing, and Shipping.

Our new address is effective June 1, 2020. All MECA email addresses and contact phone numbers will remain unchanged.

Accounts Receivable

ACH Payments and Wire Transfers: Electronic payments are MECA's preferred method of payment. Electronic payments are a cost-effective method for making payments, increasing security and eliminating lost or delayed payments. See your latest invoice for banking information or contact: Michelle Peck: mp@60601-1.com.

Check Payments: All checks should be sent to our new address: 140 East Rawson Avenue, Suite 301, Oak Creek, WI 53154

Laboratory Operations

We are working hard to ensure our move has minimal impact on project timelines by continuing to work on all projects during the move period. Client samples currently in our lab will be moved by an insured mover or returned prior to the move. If there are any concerns with your samples being moved, please contact Tracy Klier: tk@60601-1.com to arrange for return of your samples. Our test equipment is scheduled for calibration immediately upon occupancy. Calibrations are performed on our equipment in two cycles annually and we have duplicates of equipment so testing will not be affected by this calibration cycle.

Quality Management

This move only involves the physical location of our facility. All existing ISO 17025:2017 Quality Management System documents and processes currently approved will be re-located to the new facility, intact. We have coordinated this move with our Accreditation Registrar to ensure that our system will remain approved to ISO 17025:2017 after the relocation. Additionally, we are working within the directives of the IECEE CB Scheme and our Third-Party Test Lab programs for relocation assessments. Once our relocation assessments are complete, we will post new certificates to our website as they are available.

Continued Approval by Your Company

After the move, MECA's quality department welcomes all clients that require it to perform a quality audit to ensure that MECA remains an approved supplier for your company. Please contact Cathi Koch: ck@60601-1.com now to let us know if your company requires an audit so we can plan with you in advance.

We sincerely appreciate your ongoing business and thank you in advance for your cooperation and support.

Brian R. Biersach
President, Sr. Biomedical Engineer
MECA