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| To: | Livonia Service Team |
| From: | Joseph Andersen (Reroute Project Manager) |
| Re: | Every Other Week and Monthly Accounts Balance |
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Hey Team,

As of now I have no accounts flagged to change frequency, meaning that all accounts will remain on their current week codes.

If there are any customers that you would like to move weeks, now is the time to handle it!

I will be providing a month overview of each routes #of stops per day, This may have changed from what is currently in your route folders! This will help you to decide if you need to change some customers to keep your weeks balanced.

Please discuss with your RM and let me know by the end of the week if you have any accounts you’d like to move weeks.

Thank you!