

Office of Community Colleges and Workforce Development
Dislocated Worker Unit
255 Capitol Street NE
Salem, Oregon 97310

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Tuesday, April 26, 2016

Dear Dislocated Worker Unit Leader:

Due to changing market conditions, RR Donnelley has decided to permanently close our facility located at 17401 NE Halsey Street, Portland, Oregon. Consistent with these plans, employment separations are expected to commence on or about August 1, 2016. The closure will be permanent and all employees involved in directory and print fulfillment work, approximately 113 people, will be affected.

We are committed to making the transition as smooth as possible for our employees, our customers and for the community. At this time, the Company anticipates that employees will be permanently separated from employment with the Company during a 14-day period commencing on August 1, 2016. A list of job titles and the number of employees currently holding affected positions accompanies this letter as Exhibit A. In connection with the plant closure, no employees will have bumping rights to displace other employees working for the Company.

This announcement and the above timetable are based on the best information currently available. However, various factors may still affect the timing of any employment separations. You will be informed of any significant changes in these plans, as additional information becomes available.

To the extent that this action constitutes a covered event under the Worker Adjustment and Retraining Notification Act (WARN) and any corresponding state or local law, this letter is intended to fulfill any legal notice requirements.

We appreciate any support or assistance you or your office can provide to help employees affected by the plant closing in finding new positions. If you have any questions or desire additional information, please contact Susan Watson, Human Resources Manager, at 503-251-3558.

Sincerely,



R. Scott Bigelow
Vice President
Human Resources

RR DONNELLEY

Exhibit A

Portland, Oregon Directory & Print Fulfillment Plant Affected Employees

| Job Title | Count |
|------------------------------|------------|
| Accountant 2 | 1 |
| Admin Assistant 3 | 1 |
| Assistant Press Operator | 11 |
| Baler Operator | 3 |
| Bindery Assistant | 2 |
| Bindery Operator 2 | 11 |
| Digital Print Operator 2 | 1 |
| Distribution/Shipping Agent | 1 |
| Engineer 3 | 1 |
| Financial Analyst 3 | 1 |
| Hoist Operator 1 | 10 |
| Imaging Operator 2 | 2 |
| Light Equipment Operator 1 | 3 |
| Light Equipment Operator 2 | 3 |
| Maintenance Mechanic 3 | 4 |
| Manager - Human Resources 1 | 1 |
| Material Handler 1 | 7 |
| Material Handler 1 - Bindery | 1 |
| Operations Clerk 2 | 1 |
| Planner | 1 |
| Prelim/Prepress Operator 2 | 4 |
| Press Assistant 1 | 4 |
| Press Operator 1 | 1 |
| Press Operator 3 | 11 |
| Print Prod Acct Specialist 2 | 3 |
| Print Prod Acct Specialist 3 | 1 |
| Production Scheduler 3 | 1 |
| Quality Inspector 1 | 1 |
| Quality Specialist 1 | 1 |
| Roll Tender | 9 |
| Shipping & Receiving 2 | 3 |
| Supply Specialist 2 | 1 |
| Supv - Manufacturing | 4 |
| Technical Specialist 3 | 2 |
| VP - Operations | 1 |
| Grand Total | 113 |

UPS CampusShip: View/Print Label

1. **Ensure there are no other shipping or tracking labels attached to your package.** Select the Print button on the print dialog box that appears. Note: If your browser does not support this function select Print from the File menu to print the label.
2. **Fold the printed label at the solid line below.** Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.

3. **GETTING YOUR SHIPMENT TO UPS**

Customers with a Daily Pickup

Your driver will pickup your shipment(s) as usual.

Customers without a Daily Pickup

Take your package to any location of The UPS Store®, UPS Access Point(TM) location, UPS Drop Box, UPS Customer Center, UPS Alliances (Office Depot® or Staples®) or Authorized Shipping Outlet near you. Items sent via UPS Return Services(SM) (including via Ground) are also accepted at Drop Boxes. To find the location nearest you, please visit the Resources area of CampusShip and select UPS Locations.

Schedule a same day or future day Pickup to have a UPS driver pickup all your CampusShip packages.

Hand the package to any UPS driver in your area.

UPS Access Point™
 THE UPS STORE
 201 W LAKE ST
 CHICAGO ,IL 60606

UPS Access Point™
 THE UPS STORE
 17 E MONROE ST
 CHICAGO ,IL 60603

UPS Access Point™
 THE UPS STORE
 27 N WACKER DR
 CHICAGO ,IL 60606

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|---|---|---|
| <p>SHERRY BASDEO 312-326-8460 RR DONNELLEY-WACKER 33 W WACKER DRIVE CHICAGO IL 60601</p> <p>SHIP TO: WORKFORCE DEVELOPMENT 503-947-2401 OFFICE OF COMMUNITY COLLEGES AND 255 CAPITOL STREET NE DISLOCATED WORKER UNIT SALEM OR 97310-1300</p> | <p>OR 973 0-02</p>  | <p>UPS NEXT DAY AIR</p> <p>TRACKING #: 1Z V9Y 351 24 9616 6322</p>  |
| <p>0.3 LBS LTR 1 OF 1</p> | | <p>BILLING: P/P SIGNATURE REQUIRED</p> |
|  | | <p>Department Number: 731300</p> <p style="font-size: small;">CS 18.1.15. WINTN50 75.0A 04/2016</p>  |