

Public Works Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2400 • Fax 805/449.2475 • www.toaks.org

September 28, 2022

**ALSO SENT VIA EMAIL TO:
industrialstrength@sbcglobal.net**

Mr. Alex Couchman
Industrial Strength Advertising and Design
23564 Calabasas Road, Suite 105
Calabasas, CA 91302

RE: Agreement No. 12849-2021: Transit Marketing and Outreach Services

Dear Mr. Couchman:

Pursuant to Section 12 of the above-named Agreement, please accept this letter as your official 30-day Notice of Termination for Transit and Marketing Outreach Services. Said termination shall be effective October 28, 2022. Please assemble any existing work in progress to close out the contract and provide us with a final invoice. If final copies of any completed work have not already been delivered, please do so prior to submission of your final billing.

If you have any questions, please feel free to contact Mike Houser, Transit Program Manager, at 805-449-2494.

Sincerely,

Andrew P. Powers
City Manager

c: City Clerk

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