

To Our Valued Customers,

This letter is to advise that Zak Enterprises includes a Sustainable Recycling Management System as part of its Environmental Management System. We also maintain an Information Security Policy as an integral part of our responsible Environmental Management System. We welcome your inputs, as we are committed to continuous improvements.

Our Data Security Services include the following:

If an electronic device is to be remarketed for reuse, data stored in the device will be sanitized in accordance with the NIST 800-88 Guidelines for Media Sanitation.

Data storage devices that are determined to be unmarketable or fail operational tests will be destroyed.

Data storage devices contained in electronic scrap received by Zak with customer-specific written instructions for destruction and recycling will be destroyed by shredding.

Liability for data security services is limited to our liability insurance policy coverage. If you require a copy of our current Certificate of Insurance, please contact your Sales Representative.

Thank you. We look forward to assisting with your ongoing e-waste recycling and data destruction requirements.

Best Regards,

Kurt Schenk,

President