



VSE Aviation Services, LLC

Formerly Kansas Aviation

FAA Repair Station # VKUR823L

401 Freedom Drive • Independence, KS 67301 • USA

April 5, 2021

OFFICIAL NAME CHANGE NOTICE. PLEASE DISTRIBUTE.

Dear Valued Customers & Suppliers:

Effective **April 5, 2021**, Kansas Aviation has changed its name to **VSE Aviation Services, LLC**. We will continue to operate our business with the same legal structure, officers, personnel, account information, and policies and procedures.

IMPORTANT:

Please update your systems accordingly. We are VSE Aviation Services, LLC.

There are NO CHANGES to:

- CAGE Code
- Billing address, "Remit To" locations
- Your Kansas Aviation contact(s)
- Phone numbers, address
- Tax ID Number
- DUNS Number
- QMS and ERP System
- Pre-existing Purchase Orders in our system

Effective April 5th, CHANGES APPLY to:

- Name of Kansas Aviation
- Name/logo on all documents and forms
- Orders submitted after April 5, 2021
- Kansas Aviation email addresses
- Sales email addresses
- Accounting email address
- VSE Aviation Services, LLC
- VSE Aviation Services, LLC
- VSE Aviation Services, LLC
- firstname.lastname@vseaviation.com*
- sales-ks@vseaviation.com
- accounting-ks@vseaviation.com

Learn more about VSE Aviation and the related name change activities at www.vseaviation.com.

Please update your systems (including email and website addresses).

We request that you distribute this message within your organization to ensure the necessary awareness. Thank you for your continued partnership. We look forward to working with you as **VSE Aviation Services** in 2021 and beyond.

Regards,

Colby Matthews

General Manager, VSE Aviation Services



RAISE THE BAR



Ph: +1.620.331.7716 • vseaviation.com

QUESTIONS AND ANSWERS

Existing & New Orders

1. **What about my pre-existing purchase orders issued to Kansas Aviation?**

Any PO issued to Kansas Aviation before the name change will be honored. Orders shipping on or after April 5, 2021 will reflect the new name, VSE Aviation Services. Further, any payments made after the name change should be made only to **VSE Aviation Services, LLC**.

2. **Will contracts have to be amended to reflect the VSE Aviation Services name?**

No, Kansas Aviation has simply changed its name. You will still be conducting business with the same company. All contractual obligations with Kansas Aviation will remain in place and will not be affected by the name change. Your current Kansas account details will remain the same and your statement of balance will simply reflect the name change.

3. **Do I send my orders using the name VSE Aviation Services?**

Yes, please place orders with your legacy-Kansas contact using the new name **VSE Aviation Services, LLC**. POs may also be sent via email to sales-ks@vseaviation.com.

Quality Assurance

4. **Has the Quality Manual changed?**

Only the name and logo for Kansas Aviation have changed; our QMS and QA Manual content remains the same. The updated Quality Manual is available upon request.

5. **Are all quality accreditations flowing to the new name?** YES **Is re-certification necessary?** NO

6. **Do manufacturer and supplier certifications show traceability to Kansas Aviation after April 5?**

Yes, all certifications received prior to the name change will remain as Kansas Aviation. You may continue to rely on manufacturer and supplier certifications that reference the Kansas Aviation name after the name change. Going forward, certifications will show traceability to VSE Aviation Services, LLC.

7. **How should I process RMAs?**

RMAs should be processed with your legacy-Kansas Quality Manager. Products should be returned to the address listed on the RMA confirmation form and a credit will be available on your existing account.

Communications & Points of Contact

8. **Will emails and websites change?**

Yes, the new email format will be *firstname.lastname@vseaviation.com*. However, emails sent to existing Kansas Aviation addresses after the name change will not be lost; they will be automatically forwarded to the recipient to allow time to update your contact records.

As of April 5, our website is www.vseaviation.com.

9. **Where should I send payments?**

Payment should be issued only to **VSE Aviation Services, LLC** to the address listed on your invoice. You may also contact accounting-ks@vseaviation.com.