



MEMORANDUM

TO: [ALL ALLIANCE STAFF](#)

FROM: John Alperti, *Co-Executive Director*
Mary Jo Sherman, *Co Executive Director*

DATE: November 16, 2006

RE: [RELOCATION OF ALLIANCE HEADQUARTERS](#)

The Alliance is in the process of relocating its' headquarters to a new location. Effective January 1, 2007 The Alliance Headquarters new address will be **80 Cottontail Lane, Suite 320, Somerset, New Jersey 08873**. Our telephone numbers will not change.

In preparation for the move the Somerset office will be closed on **Friday, December 15th** and **Monday, December 18th**.

It is expected that the impact on our normal operations will be minimal. In the event that Alliance PPT vouchers or other paper work needs to be processed in the above timeframe, deadlines will be extended. Minor delays in processing other payments may also occur during this period.

Thank you for your patience and understanding.