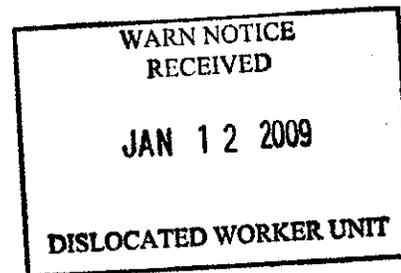


200 Kimball Boulevard, Salem, Indiana 47167
t 812-883-1850 www.kimballoffice.com

January 12, 2009

VIA FACSIMILE & CERTIFIED MAIL -
RETURN RECEIPT REQUESTED

Jennifer Long
IN Dept. of Workforce Development
10 North Senate
Indianapolis, IN 46204



Re: Transfer of Kimball Office Operations from Borden facility to Salem facility

Dear Ms. Long:

As part of our evolving Kimball Office strategy to improve our focus of serving our markets, customers, employees and stakeholders while we continue to grow our business, we have decided to permanently transfer our Borden manufacturing operations, located at 555 East Water Street, Borden, IN 47106 to our facility located in Salem, Indiana, 200 Kimball Blvd, 47167.

As we move the Borden operations to Salem, we will offer the majority of all Borden hourly employees a full time position in Salem. Likewise, we expect all Salem hourly employees to maintain positions in Salem as part of the consolidation. Due to overlap and redundancy in management and administration, we anticipate four salaried employees between the two facilities not being offered continued employment. For the same reason, we anticipate 2-3 current salaried Borden employees being offered different, hourly job positions in Salem. We anticipate approximately 75 Borden hourly employees losing employment over the course of the transfer of operations from September, 2008 to March, 2009. All employees received appropriate notice.

Employees will not be able to choose to displace less senior employees out of their positions as a result of this consolidation. We will make assignments are based on sales levels, staffing needs, individual skill sets, and other business considerations.

We began this transition in September with a few employee transfers and will start the transfer of certain products within the next 60 days. We anticipate completing the transfer of production in several phases to be completed by early April 2009, after which the Borden facility will close permanently.

The consolidation of the operations between the two facilities represents our continued evolution in our business and provides a solid foundation for our success as Kimball Office. Consolidating operations into one facility will position Kimball Office to better compete in the market place by better managing our overhead costs in relation to our actual sales in today's challenging business conditions. Locating in the Salem facility allows us to leverage the more modern of the two facilities. A consolidation also serves as the best way for us to continue to offer viable employment opportunities for most of the men and women employed at these two plants.

If you have questions, you may direct those to me at 812-967-2041.

Sincerely,

A handwritten signature in cursive script that reads "Todd Garrison".

Todd Garrison
Human Resources