



September 1, 2010

### **Cherriots Administrative Office to Relocate**

The Cherriots administrative office will be moving September 7 through 10 to a new location. There may be limited ability to conduct business. For assistance, please visit customer service at 687 Court St. NE. The administrative office will be open for business as usual on September 13 in the new location at 925 Commercial Street SE, Suite 100, Salem, Oregon 97302. The transit district and Marion County are vacating Courthouse Square, which was identified as dangerous by the City of Salem.

Bus and CherryLift service will not be interrupted by the move. Customer Service will remain on Court St. NE, and will be open as usual. Cherriots' administrative phone, 503-588-2424, will be in service during the transition. The info@cherriots.org email address will still be functional, though email service may be interrupted for one to two hours during the week.

Human Resources, Finance, Operations, Transportation Development and the General Manager's office will be moving to the new location, affecting 29 administrative staff. The transit district has signed a two-year lease for the office.

As a reminder, buses will not run on September 6. The administrative office will be closed for the holiday.

Thank you for your patience during this time.