

## **Letter of Clarification and FAQ's For Existing Structure Works, LLC Customers**

### **We are now Pavion!**

Structure Works, LLC is merging into Pavion. The same management team, business structure, and people you trust, now backed by Pavion.

All existing contracts and agreements remain in full force and effect with Pavion Corp. effective immediately. Simply update our name, EIN, banking information, and review the FAQ's and W-9 attached.

Announcing **Structure Works, LLC** is merging into **Pavion Corp.**

### **Frequently Asked Questions**

#### **1. Why the name change?**

While Structure Works and our Pavion legacy brands are strong and unique companies, we're unifying our business into one, and need a brand that reflects the business we've become. We are the same employees, business structure and management team you trust, now delivering fire, security, integration, and critical communications solutions from 65+ locations in the US and across 23 countries.

Learn more about Pavion here: [www.pavion.com](http://www.pavion.com)

#### **2. Who is Pavion?**

**Pavion Connects and Protects** by providing fire, security, and critical communications solutions to customers around the world from 65+ locations in the U.S. and 23 countries. We bring industry-leading experience to customers in the enterprise, healthcare, education, government, data center, and retail industries. Our mission is to bring clarity and transformation to safety, security, and critical communications through technology innovation and radical service. We're committed to serving our customers, our people, and our communities.

Pavion is a mashup of two words. Pavise + Ion = Pavion

**Pavise** – a full body shield used to protect warriors as they progress forward in battle

**Ion** – a charged article that attracts and forms bonds

Watch the Pavion video here: [Pavion: Who We Are](#)

### 3. **What happens to the name Structure Works, LLC?**

Structure Works, LLC is retiring effective September 1, 2024. All existing contracts and agreements remain in full force and effect with Pavion Corp. effective immediately.

Note: All other Pavion legacy brand companies remain unchanged at this time.

### 4. **What are the next steps and where can I find the documentation I need?**

The process is simple.

- All existing contracts and agreements remain in full force and effect with Pavion Corp. effective immediately.
- You will now receive invoices branded from Pavion Corp. so you may wish to flag this change to your finance department, so they recognize the brand as an existing supplier.
- You will need to update your Accounts Payable systems with our new banking information. Please refer to our invoice remittance information, statements, W9, and banking letter (available upon request) for payment updates.
- You may require a Pavion Corp. W-9 and Articles of Incorporation for your internal records. We have provided links to specific documents below for your convenience.

[Pavion Corp. W-9](#)

[Pavion Corp. Articles of Incorporation](#)

[Pavion Corp. Certificate of Insurance](#)

Should you require additional information, please complete an information request at the bottom of this page or send an e-mail to: [pavionrebranding@pavion.com](mailto:pavionrebranding@pavion.com)

**5. Is this part of a takeover or change in management?**

No, we're the same people we've always been. There's been no major change to management or ownership. We still have the same values and will still be extremely focused on our relationships with people, product quality and customer care. We just believe that our new name is more representative of our vision for the future and this is the next step in our journey.

**6. Does this change affect our contracts or agreements?**

All existing contracts and agreements remain in full force and effect with Pavion Corp. effective immediately.

**7. Will I now be invoiced from Pavion?**

You will now receive Pavion Corp. branded invoices. You may wish to flag this change to your finance department, so they recognize the brand as an existing supplier. Please refer to our remittance information, statements, W9, and banking letter (available upon request) for payment updates.

**8. Will your contact details change?**

We will be moving to @pavion.com email addresses so please look out for emails from Pavion (it's us)! But don't worry if you send an email to a @structureworksinc.com email address by mistake it will still get to the right person. If you're in any doubt about the best way to contact us, please visit our website Pavion.com.

**9. Do I need to do anything?**

This name change may not require anything from you other than a change in your Accounts Payable system to ensure alignment with our new banking information. We know it will take some time to get used to calling us by our new name, so all we'd ask is to keep an eye out for us under our new name in emails and at events. Procurement and AP will want to update our information in your systems to align our relationship and eliminate possible confusion over the name change.

**11. Vendor Setup/Payables?**

While existing contracts and POs will be honored, you will want to update our vendor profile for procurement and payables related items. Please refer to our W9, Articles of Incorporation, Letter of Clarification, and Banking Letter (available upon request) to update our vendor profile. Please note, Pavion will never ask you to update banking information or remittance details via individual email or phone.

**12. W9 Clarification**

When setting up a vendor profile for Pavion, please refer to line 2 of the W9. Line 2, Business name/disregarded entity name, if different from above (referring to Line 1 of the W9). The Tax Identification Number (TIN) or Employer Identification Number (EIN) is how Pavion reports revenue for tax purposes to the IRS.

[Pavion Corp. W-9](#)

**13. Articles of Incorporation**

Pavion Corp. is a registered business name in the State of Delaware replacing the business name of **Structure Works, LLC** is merging into **Pavion Corp.** As a result, **Structure Works, LLC** customers will begin using the Pavion EIN as part of this name change effective September 1, 2024.

[Pavion Corp. Articles of Incorporation](#)

[Pavion Corp. W-9](#)

**14. Remittance /Payment Details**

All payments to Pavion should be remitted to the details outlined on your invoice remittance details, statement, or banking letter. Please note, Pavion will never ask you to update banking information or remittance details via individual email or phone.