

Dear Bogen Communication's customer,

## We're Here For You

We are taking steps to make sure we can continue to serve you and maintain the health and safety of our associates as our nation deals with the COVID-19 pandemic.

In these trying times we are conducting business as usual as best as we can. The CDC is estimating this will pass in relatively a short time six months seems to be the timeline. Business must carry on and we will do our part to ensure that it does.

Many of our channel partners have cancelled visits, counter days and trainings from vendors and outside visitors. Many have been asked to work from home and we are taking steps to practice social distancing.

1. We will be conducting business via Skype, Microsoft TEAMS, Phone and Email.
  - a. We can set up conf calls with your customers for product discussions.
  - b. We can do online training!
2. We have the free design service (see attached flyer let's get ahead of the projects now)
  - a. Send flyer to your customers
  - b. Identify a potential opportunity
  - c. Get AutoCAD or scaled PDF drawings
  - d. Complete the design form <http://www.bogen-ip.com/design-request-form-page/> Submit your request
  - e. Bogen will send you a Bill of Materials • Connectivity Drawings • Speaker Placement • Scope of Work
3. We have stock on products and will try to stay ahead of any issues we may face.

- a. If you have projects coming you could place orders to stock up.
- 4. Bogen is an Essential Supplier.
  - a. Our Warehouse is open and shipping.
  - b. .Our warehouse distribution fulfillments centers and vehicles are disinfected twice a day to help mitigate risks.