



Date: 2-4-2020

As you are aware, the coronavirus has spread to many countries and territories around the world and the World Health Organization (WHO) has declared the virus a global health emergency. Our immediate thoughts are with those who are immediately impacted while we are taking all precautions to safeguard the health, safety and wellbeing of our employees.

We want you to know that we have a dedicated project team in place to monitor, assess and prepare plans in case our business processes get impacted. Our goal is to continue to run our business as usual. We take the situation very seriously. We are in contact with our suppliers in China and continue to engage with the relevant groups and individuals so that we can act and adapt quickly to any new developments that may arise.

Please note that our highest priority is to mitigate impact and continue to deliver to and service your business in the way you are used to.

If you have any questions or concerns, please let us know. A dedicated site with more information, frequently asked questions and a contact link will be available in the first week of February. If you would like to contact me directly, please feel free to call or email me.

In case the situation changes and our supply get impacted, our Sales and Order Management teams will contact you. With this, we'd like to express our commitment to you as our valued customer. Thank you for your understanding.

*Jay Czar*

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