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Mar. 20, 2020

Dear Valued Distributors,  
As some of you may have already heard, New York State has ordered a 100% mandated closure of all non-essential business due to the COVID-19 spread in the state.

### **OPERATIONS & ORDERS**

At this time it remains impossible for us to remain open and functioning in any normal sense. Any open orders that have already been pulled and packed will be shipped by the end of the day. With no advance notice of this drastic measure we have not been able to ship *all* of the orders in-house. If you have questions about orders that have or have not shipped please either wait until Tuesday March 24 to inquire or email me at [keys@jetkeys.com](mailto:keys@jetkeys.com) and I will

answer all of your questions as quickly as I can.

## **ACCOUNTS PAYABLE**

While many of you have already transitioned to ACH or electronic payments, some are still paying with checks. As the situation with USPS is still unknown I encourage all of you to pay your open invoices via ACH.

Please have the appropriate department contact me via email ([keys@jetkeys.com](mailto:keys@jetkeys.com)) so I can furnish them with the bank and payment details.

The situation remains fluid and ever-changing so we will use this forum to keep you all updated. I *will* have access to emails during this time and I encourage you to email me with any questions or concerns you may have.

Our loyal customers have stuck with us throughout our 45-year history and I am confident that they will stick by us in this very uncertain climate. Again, I encourage anyone with questions to reach out to me at any time.

I hope to come back to you all soon with great news. Until then - stay safe, stay healthy and stay in touch.

Sincerely,  
Marc Auerbach  
Jet Hardware

Marc Auerbach  
Jet Hardware Mfg.

**(855) COOL-KEY**