



## WHOLESALE MILLWORK

March 16, 2020

RE: COVID-19

Dear Valued Customers and Suppliers,

As you know on March 11, the World Health Organization declared the coronavirus (COVID-19) outbreak a pandemic. Like you, we take the health and safety of our families, our employees, our vendors, and our customers seriously. We would like to share with you some information on new protocols we are implementing moving forward.

These new procedures are effective immediately and will continue until further notice.

- Limited or no attendance at conventions, trade shows, and conferences
- We are eliminating customer pick-ups at our facilities during this time.
- Sales Reps will be using telephone and email communications as much as possible. If face to face meetings are necessary, consider avoiding handshakes, and use other social distancing techniques.
- We will honor all customer and vendor requests for similar actions.

We will continue to monitor the situation and offer updates as necessary. This is obviously a very fluid situation and restrictions and information is changing daily.

We thank you in advance for your understanding and support, and we offer ours to you as well.

Steve Brallier  
President