

To our Valued Customers and Suppliers,

As we continue to monitor the evolving situation around the Coronavirus (COVID-19), our first thoughts are for the safety and well-being of everyone. Fortunately, an intense focus on implementing effective cleaning and operating protocols has allowed our organization to remain open without any significant disruptions.

This focus continues to be our top priority. As such, much of our office staff continues to work from home. Our paperless process and cloud computing platform has helped us successfully adapt to this new state of business and we are operating normally.

We have taken every possible measure to ensure that our material suppliers have COVID-19-related continuity plans in place. Effective material planning and frequent communication with our customers about project schedules allows us to minimize possible impacts of any supply disruptions. We will alert customers of any possible delays as soon as we know about them.

We thank you for your business, loyalty, and the opportunity to serve you. We hope you are staying safe and strong during this unparalleled time. Together we will make it through this. Please feel free to reach out to us for further details.

Please stay safe and healthy.

A handwritten signature in black ink that reads "Jo Reinhardt". The signature is written in a cursive, flowing style.

Jo Reinhardt
CEO