



March 18, 2020

To Our Valued Customers:

RE: COVID-19 Response Update

As we are all aware, the situation is changing rapidly with new guidelines coming out daily from all over the country. In an effort to ensure we are helping to contain the spread we have made the following changes in our three offices:

1. Wherever possible, sales personnel are now working remotely.
2. We have reduced the number of support personnel in our facilities by staggering and/or reducing hours.
3. Outside visitors have been restricted in our facilities and pick up hours have been reduced.
4. Our California Office is now closing at 4:00pm (PDT). Office operating hours may change, please call to confirm.

As we go through this trying time, we are working hard to keep our products moving. All offices are still shipping, and open for business. We are not seeing any issues with UPS or Fedex and truck shipments are still going out as normal. Incoming product is still moving and to our knowledge the recent border closures will not impact our incoming shipments.

We will continue to update you as new information becomes available.

Thank you for your continued support.

Sincerely,

Vertical Cable Management