



Dear Technicote Partner:

We would like to provide you with a COVID-19 update as the virus continues to affect our industry, our companies and our everyday lives.

We continue to work closely with our raw material suppliers and logistics partners to ensure demands are met. Technicote has experienced no delays in our supply due to material outages, including our plants in the west where there have been a few specific challenges. We do not anticipate any obstacles in the foreseeable future and are confident we will continue to support the needs of our customers as they navigate through these challenging times.

All Technicote manufacturing facilities are running normal lead times for most stock and custom items. Our Operations Teams have gone the extra mile to manage the increased demands from the market to minimize any customer impact.

Relative to our COVID-19 responsiveness, we want to highlight a few noteworthy items:

- **Contingency Capacity:** Technicote has four main manufacturing facilities and two slitting partners. Each are in full production and have built “flex capacity” should products need to move or emergency orders need to be placed. We also have an existing contingency plan allowing for production of all materials across our numerous sites if necessary.
- **Essential Business:** The stay-at-home orders of California, Indiana, Ohio, Pennsylvania and North Carolina have allowed businesses to continue to operate if they are within a critical industry. The label industry is a critical industry and Technicote provides materials to several essential businesses.
- **Employee Protection:** Technicote has posted and communicated good hygiene and sanitation practices for all employees and continues to exceed the requirements in each of the Executive Orders. Social distancing rules are in place at all sites, many of our administrative staff are working remotely, employees are being monitored for temperatures and potential symptoms and all facilities have been professionally sanitized and disinfected.

We will continue to participate in webinars and monitor updates related to COVID-19 through the CDC and will follow any changes in state and federal recommendations or requirements.

The last few weeks have been incredibly challenging but we are encouraged by the response of our teams, our suppliers and our customers. We’ve heard the stories from employees and customers about the issues they face. In these unprecedented times, we remain committed to ensuring that orders are delivered promptly. We know there will be issues to face in the days ahead but we are proud to be part of Technicote and proud to serve our customers with critical items during this time of need. We appreciate your business and trust.

Let us know if we can help in any other way.

Thank you,

A handwritten signature in black ink that reads "Ed Klene".

Ed Klene  
*Marketing Director*