



March 16<sup>th</sup>, 2020

Dear Valued Customers,

I wanted to take a moment to reach out to you directly as we continue to monitor the current impact that the COVID-19 virus has on our communities. As a family-owned business, the health and well-being of our employees, their families, and our customers are our top priorities.

We have put together a management task force to help navigate the changing nature of the situation. Currently, we are not experiencing any disruptions to our business, workflow, or production times. We are in touch with our key suppliers, and they have assured us they are not encountering any interruptions.

These are the precautionary measures we are taking to ensure the health and safety of our employees:

- We have asked employees who are not feeling well or have a family member who is sick to stay home, take care of their loved ones, and practice social distancing.
- We have developed a plan for office staff to work from home if our community is affected.
- We have limited non-employee visits to our facilities and canceled all business travel.

We will continue to provide updates on the status of our operations and facilities as the situation develops. We remain committed to servicing your business and are focused on preparing for the challenges ahead. We know this is uncharted territory and understand it may impact people in our community. Our goal is to maintain a healthy staff and business to minimize the disruption to our customers.

We truly value your trust and your business, and we appreciate your continued support. Take care and stay healthy!

Regards,

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

Rebecca Emory  
Vice President, General Manager  
Georgia Envelope & Converting