

March 24, 2020

To Our Valued Customers and Friends,

Repros Management is closely monitoring the COVID-19 situation and we are committed to servicing the needs of our customers and employees as we work to do our part in supporting the Governors' action to slow and end this outbreak. As an essential supplier of Digital Print, Production and Supplies to the Medical, Utility, Federal-State-Local Government, Transportation, Grocery/Food, Educational/Religious and Construction markets, Repros **will remain open** during this Statewide Shutdown. We will continue to support those essential clients with products, services and delivery availability while keeping our employees and client's safety and well-being as priority number one.

Prior to the Governor of Ohio's recent order for non-essential business employee's to stay home, our entire sales force and some administrative had already made the move to work from home. This action allowed a minimum number of employees on the shop floor which was needed to maintain a safe distance during working hours. Currently, all production doors are locked with customer and/or delivery entry only allowed via a phone call first. All bathroom, kitchen and public shared space has signage hanging to alert all employees of actions to be taken to include washing hands, cleaning up with bleach products, and using gloves where needed. Our water cooler has been turned off and water bottles have been supplied. We are also recording all employee temperatures daily in a log to ensure our health. All of this allows our employees to abide by the rulings set forth and helps to ensure we are healthy and safe. For Equipment and Supply clients, our Equipment service team is also following the hygiene and safe distance directives. Since they are called to be on-site at a client location, we will continue to abide by these practices as needed

We are committed to supplying our clients with products and services of the highest caliber. Client satisfaction is top priority us and we will strive to meet those expectations now and as we move through this crisis

Please be safe and we look forward to continuing our relationships going forward.

Your Repros Team