



March 23, 2020

Dear Customers, Vendors & Friends,

I hope this letter finds you healthy and well.

While actively monitoring coronavirus (COVID-19) and adhering to both the World Health Organization (WHO) and the Centers for Disease Control (CDC) guidelines, I'm writing to inform you that Champ Printing is taking active steps within our plant for the safety of our customers, vendors, and team members.

Currently, our facility is open and operating with a fully healthy team. Our entire company is well informed of the CDC's guidelines and adhering to frequent hand washing, self-distancing and staying home if sick. We take these guidelines very seriously and have re-enforced existing company policies. We also are routinely cleaning our equipment and facility with high-grade disinfectant products to ensure the health and well-being of our team.

In addition, given the current circumstances, we will be happy to accommodate any request changes to your delivery, shipping or mailing needs.

On behalf of the Champ Printing team, I want to thank you for your loyalty and trust. Together, we will overcome this challenging time, keep the presses running and continue to produce, deliver and mail your printed materials and important communications.

Should there be any changes to the situation, we will notify you immediately. If you have any questions, please do not hesitate to contact me directly.

Most importantly, our thoughts are with you and your families during these uncertain times. Please stay safe and stay healthy!

Sincerely,

A handwritten signature in blue ink that reads 'Scott'.

Scott Colbert
Owner & President
412-269-0197