

**PAPER PRODUCTS
COMPANY, INC.**



Since 1913

March 16, 2020

To Our Valued Customers:

The health and safety of our customers, employees, and the general public is our top priority.

We have been closely following the CDC and local health agencies to ensure we are taking necessary precautions as new information becomes available about COVID-19(Coronavirus). With the announcement last evening from the Allegheny County Health officials, we have had to reevaluate what it means to keep our community safe and healthy.

Given the current information regarding the COVID-19 virus and after careful consideration, we will be switching our deliveries to **Dock Delivery Only**. This limits the exposure for everyone involved in the delivery and receiving process. We are in unique position with the supplies we offer during this time. It is crucial that we are taking every precautionary measure so that we can continue to support and protect the community with supplies we offer.

During the changing conditions, and this time of uncertainty, we want our customers to know that we are here with our dedicated support. We will continue to remain open, working diligently to source supplies, take orders and make deliveries.

Stay safe, be healthy, and call us with any questions.

Thank you,

Paper Products Company, Inc.