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June 29, 2020

## COVID-19 UPDATE

A Message To Our Valued Customers:

Sign Pros is open for business and operating with full staff to provide our complete line of manufactured products and sign installation services. In order to maintain a safe working environment and minimize the spread of COVID-19, we have implemented new policies and procedures that affect the way we conduct business.

Our office is open with staff that is on site and ready to help. However, we are not accepting personal meetings at our facility and instead ask that our clients and employees interact remotely via telephone, email, internet services, etc. Offsite meetings (site surveys, etc.) can be scheduled provided that WA State and CDC recommended guidelines are followed (use of PPE and social distancing). Will call orders may be picked up during business hours, and our staff will ensure no-contact transfer by bringing your order out to you.

Thank you for your patience and understanding while we all do our part to work as safely as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Foltz", written in a cursive style.

Ken Foltz

President