

March 23, 2020

Dear Crayex Customer,

We continue to monitor the changing business environment associated with Covid-19. To ensure we are positioned to properly support you, our customer, we are asking for the following information.

Please provide a forecast of your product requirements through the end of May, 2020. We would need this by the end of business on Wednesday, March 25, 2020.

Please advise if there are any changes in your receiving hours or any closures at your facility/facilities.

If your business qualifies as essential to the Critical Infrastructure, please provide documentation supporting same. In addition, a list of the end-use market(s) and applications you supply will be helpful.

Please plan to place your orders allowing us as much lead time as possible so that we can schedule and manufacture to meet your delivery requirements.

We thank you for your assistance in providing this documentation. We value your business and appreciate the opportunity to supply your packaging needs.

CRAYEX CORPORATION



Susanne M. Brown  
Sales Manager