



March 17, 2020

Dear Customer,

As you are aware, the growing concern and precautionary measures associated with the Coronavirus (COVID-19) are impacting our society including all our workplaces. With that, we are providing you with information on how Modern Litho is committed to ongoing operations and meeting your needs during this challenging time.

We are following updates and guidance from government agencies and public health organizations and implementing their recommended best practices as it relates to employee and customer health and safety at all of our facilities.

Beyond those measures, we are taking other planning and precautionary actions that include:

- ensuring our suppliers and supply chain are positioned to provide uninterrupted product and service.
- developing contingency plans for shifting work within our print manufacturing facilities and/or key industry relationships should operations at one facility be temporarily impacted.
- restricting non-essential business travel and inter-plant personal contact for our employees.
- limiting customer, vendor/supplier and tour group visits to our offices and production facilities.

It's worth expanding on one of the bullet points and emphasizing that Modern Litho has redundant production capabilities with four different facilities in St. Louis, Jefferson City and Kansas City. Should the situation dictate suspension of operations at one location, we are confident that overall, we are positioned well to meet your needs.

If you would like more information regarding our efforts, including updates should the circumstances change, please visit [modernlitho.com/covid-19](https://modernlitho.com/covid-19)

On behalf of our 330+ employees, ownership group and business partners, we thank you for your business and trust you place in our company. We wish you the best for your health and safety.

Sincerely,

A handwritten signature in black ink that reads 'Darrell D. Moore'.

Darrell D. Moore  
President