



March 18th 2020

In an effort to minimize the spread of the Covid-19 virus and protect the health of our employees and customers as well as the communities in which we live, Bardon Supplies Limited is requesting your help and understanding in eliminating the foot traffic within our branches. Effective immediately access to our branches will not be permitted without the approval of the branch manager. Bardon Supplies Limited remains **OPEN** for business during our normal business hours and we believe that by taking these measures we will allow your team to remain confident that getting the materials you require is done so in a safe manor. Our goal is to protect the supply chain and ensure our customers are able to continue to serve their customers with as little inconvenience as possible.

Branch orders

In order to place orders with Bardon Supplies:

- Please contact your local branch by email, text, fax or phone
- Once received we will contact you to arrange delivery or order pickup

If you have a dedicated Bardon Supplies Sales Representative please continue to contact them for support as needed. All representatives will be working as branch support to insure your needs are addressed.

E-Commerce

Our e-commerce site is available for orders 24/7. Please contact either your account representative or your local branch for assistance in setting up access.

We will continue to monitor the situation and will communicate with all those affected as needed. We thank you for both your loyalty and support and appreciate your understanding as we work through this challenging time.

Sincerely

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

Bob Pryor

Vice President and General Manager

Bardon Supplies Limited