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MEMORANDUM

To: All Clients & Vendors
Date: March 24, 2020
Subject: COVID -19 Response

As the COVID-19 outbreak continues to evolve, we understand that collectively, we are facing unprecedented and challenging times. We want to assure you that we at *Italic* are taking precautions to keep everyone safe.

As of end of today, Tuesday, March 24th, our facility is halting normal production for a 2 week period and servicing essential businesses only.

In the best interest of our community and employees, we believe this action is the most responsible thing to do.

Our Sales, Client Services, Estimating, Billing, IT Support, Pre-Press and Automation departments continue to be handled by our dedicated staff (already working from home) who are committed to continue co-ordinating your projects. We are still available by phone, email, LiveChat and can schedule Zoom and FaceTime meetings. Let us know your needs and we'll see what we can do.

We thank you for your unwavering support. Rest assured the team at *Italic* remains laser-focused on creating the most meaningful experiences for our clients and we are committed to be your partner and persevering in the days ahead.

As the situation evolves, we will continue to communicate our plans going forward.

Stay safe, stay healthy.