## **TO ALL CERTIFIED MAILING SOLUTIONS INC. CUSTOMERS**

At Certified Mailing Solutions, Inc , the safety and well-being of our employees and our customers is always our top priority, and we recognize the important role we play in providing our mailing services to you during this critical time. We are actively monitoring the COVID-19/Coronavirus situation and taking steps to help keep our communities safe. We wanted to share with you some steps we are taking.

We have a team dedicated to our response to this pandemic and have Business Continuity Plans to ensure the continuation of services. We are closely monitoring updates from the Centers for Disease Control and the World Health Organization regarding COVID-19. We will continue to seek guidance from these agencies, public health officials and government agencies on an ongoing basis.

CMSI has taken steps to limit exposure to the virus. We have protocols in place that activate disinfection and appropriate quarantine procedures based on recommendations by government and health agencies.

In the short term this is having an impact on how we serve our customers. We are working around the clock with the USPS to ensure delivery of your mail in a timely manner. The Postal Service has so far experienced only minor operational impacts in the United States as a result of the COVID-19 pandemic. They currently do have a temporary suspension of the guarantee on Priority Mail Express International destined for China and Hong Kong, which has been effective since Monday, Feb. 10, 2020. In addition, customers may see delays in mail and The Postal Service is undertaking all reasonable measures to minimize the impact to their customers.

In addition, the Postal Service is an essential service for purposes of its compliance with state or municipality shelter-in-place orders or other social distancing restrictions.

Stay safe Be Well Stay Strong and for all God Bless,

Certified Mailing Solutions Inc.

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William T. Carter 04/03/2020 President / CEO