



March 27, 2020

Dear Valued Partner,

These are difficult and strange times for all of us. I want to make it clear that BLAYLOCK AMERICAN METAL qualifies as an essential supplier per the federal government's guidelines. That being said the health and safety of our Blaylock employees, their families and you, our valued partners, is at the forefront of everything we do. With that in mind I would like to share some of the policies we have instituted:

1. We are practicing social distancing in our facility
2. We have instituted daily sanitation procedures which disinfect all touch points and work surfaces
3. We hold bi-weekly company-wide meetings to address any current developments
4. We have a no visit without prior appointment policy in place; to that end we discourage visits during this period if possible
5. The current health of all employees is monitored and thankfully to date all have remained healthy

In short, we are preparing for the worst but hoping for the best.

Blaylock is here to be your partner throughout this time. Should you see a change in your normal business practices as a result of the impact we are experiencing, do NOT hesitate to let us know via your normal channels or reach out to me directly using the contact information provided in my signature.

All of you are in our thoughts and we know together we can get through this.

Thank you for your partnership,

A handwritten signature in black ink, appearing to read "Ralph D. LaRovere", with a long horizontal flourish extending to the right.

Ralph D. LaRovere

President /CEO

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