



To Our Valued Customers,

In light of the global spread of COVID-19, we wanted to reassure you that Christmas City Printing is taking precautions to protect the health and safety of our employees, suppliers and customers, while continuing our manufacturing business to serve you.

As the situation continues to evolve, we have been proactive in reviewing our business continuity and response plans and do not anticipate any scenario that would impede our ability to continue to provide the service and quality you have come to expect from Christmas City Printing.

We have established a company wide reporting process to identify any employee with symptoms consistent with the flu or COVID-19 and are initiating social distancing guidelines to reduce any potential exposure to other employees and or customers. We have temporarily banned any personal visitors or non-essential business visits from vendors, clients and suppliers. We have also taken additional steps to minimize the amount of people in our physical building. We have our key people physically in the front office, to make sure any and all work you may need produced, is able to be completed in the timeliest of manners. Our sales team is working remotely and are available to help you with any potential work, quote requests or simply answer any questions you may have. Many of our front office employees are also working remotely and are able to accommodate any of your quoting, invoicing or administrative needs, such as accounts receivable/payable.

For nearly 40 years, Christmas City Printing has taken pride in being a good neighbor to the communities we have the pleasure of serving. In these unsettling times, we want to help our fellow neighbors, customers, employees and the rest of the community in whatever way we can.

Effective immediately, Christmas City Printing will be expediting estimating and production for any of our customers who are communicating health and safety messages to their constituents. We will do whatever it takes to help you get your message out in the most expeditious manner.

As previously stated, we have always taken great pride to be part of such a fabulous community and honored to be trusted with your business. If there is anything that our company can do for you and your organization during these difficult times, please do not hesitate to contact me directly.

Stay safe and wash your hands!

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Sicinski", with a long, sweeping underline.

Paul Sicinski  
President