



3/23/2020

Wirco Inc  
201 Nicholas Place  
Avilla, IN 46710

Memo to Customers re Covid-19

Our management team wants to provide clear information to our customers during this unique time in our history. It is our responsibility to inform each of you Wirco's current status.

A few relevant points:

1. No-one employed or directly related to a Wirco employee has reported a confirmed case of Covid-19 at this time.
2. Wirco has developed and implemented specific internal safety measures in the event of a confirmed or suspected case.
3. The state of Indiana and Illinois have taken several actions. To highlight:
  - a. School is cancelled until further notice.
  - b. State income taxes are not due until July 15.
  - c. Developed policy on evictions proceedings, foreclosures, insurance cancelations/increases.
  - d. Restricted restaurant services to carry out only.
  - e. Illinois has issued a Stay at Home Executive order for non-essential business employees.

Wirco intends to remain open and operating at full capacity as we are clearly an Essential Business as defined by section 12.T of the order. We will continue to build the key products our customers need and encourage our customers to call on us for all their alloy needs. Building these products in 100% US based facilities allows us the flexibility to service your immediate demands. Should you need our services, please contact your local reps or [sales@wirco.com](mailto:sales@wirco.com).

The federal government and state government are constantly changing their recommendations to employers. This situation is fluid and we will continue to adapt as our work load, government intervention and common-sense dictate. We are committed to proactive communication to our customers.

We will be proactively contacting our customers to understand how you will be dealing with this situation. If you are going to change your material receiving requirements, we ask that you communicate directly with us.

Regards,

A handwritten signature in black ink, appearing to read "Chad Wright".

Chad Wright  
President, Wirco Inc.