



March 23, 2020

Dear Valued Partner,

We are continuing to monitor the COVID-19 situation closely. We are currently operating at full capacity and working towards shipping your orders on time. With several states, counties, cities or companies effectively shutting down we are asking for your assistance as it relates to these deliveries.

If you have an open PO that has not yet shipped from Pelco we are asking you to verify if the order can be delivered to you or your customer. This will help prevent unnecessary charges for non-delivery or storage fees applied by the freight carriers.

Please review your open orders and contact Pelco Customer Service at [sales@pelcoinc.com](mailto:sales@pelcoinc.com) or (405)340-3434 if you need to make any changes for your orders.

Sincerely,

A handwritten signature in black ink that reads "Paul Koenig". The signature is fluid and cursive, with the first name "Paul" and last name "Koenig" clearly legible.

Paul Koenig  
Director of Sales and Marketing

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