



March 16th, 2020

To our valued customers, suppliers, and friends:

I am writing to inform you of Die Craft's plan of action concerning the spread of the coronavirus in our communities. While we are clearly experiencing challenges related to the coronavirus during this difficult time, Die Craft remains ready to help you, just as we have in the past.

We are maintaining our hours of 6:30 AM- 3:00PM, Monday through Friday. Our team will be available to assist you as we always have been.

Please understand that Die Craft is committed to a safe and healthy working environment for our associates, suppliers, and customers. We are asking you, our valued customers and suppliers, to contact us to schedule any visits before you make a trip to our shop. We will allow visitors to our shop only on a case by case basis when there is no viable option for remote problem solving. We will use technology as much as possible to reduce direct contact.

We will be following the guidelines of the Center for Disease Control and Prevention and will continue to adjust our operating plans as needed.

We remain at your service. As always, we want to make sure your business is successful and will continue to provide the high quality, competitive pricing and expedient service that you have come to expect from Die Craft. And we will provide this service while protecting our most important asset – our employees. We very much appreciate your cooperation as we navigate these choppy waters.

Thank you,

**Skip Markley**

**President**

**Die Craft**

[www.diecraftmachine.com.com](http://www.diecraftmachine.com.com)