



NICHOLS PORTLAND

Nichols Portland LLC
2400 Congress Street
Portland, ME 04102
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March 30, 2020

RE: COVID-19 Virus Update

Dear Valued Customer,

On behalf of everyone at Nichols Portland, we share our thoughts and wishes that this update finds you and your team members healthy. As we continue to focus on the health and well-being of our customers, employees and communities, we feel it is important to keep the lines of communication open. We are following the guidance of the Centers for Disease Control and Prevention (CDC) and other health agencies in our community to provide a safe environment for our team members.

Maine's Governor issued a "Stay at Home" executive order on March 25th, limiting non-essential businesses from continuing their activity until April 8th. **As shared in our last update, Nichols Portland is considered an essential business and continues to operate to meet customer requirements.** Though we are adjusting based on market demand, we push forward to support the needs of our customers in this time of need and will fulfill all requirements.

It's important that we reiterate that we are closely monitoring our suppliers and inventories. We are confident that our supply chain is well maintained and will support our needs for at least 60 days. In the event this changes, we will notify our customers immediately.

As always, we appreciate your business and support. We would appreciate that any changes with your plans are communicated as quickly as possible so that we are up to date on the market conditions. If you have any further questions, feel free to contact us or your representatives directly.

Stay Safe,

Stephen Madill
VP, Sales & Marketing