

Valued customers,

March 20<sup>th</sup>, 2020.

In an ongoing effort to update our customer base since our March 17<sup>th</sup>, 2020 letter, Daltco Electric has decided to **close our counter/showroom entrances** effective Monday March 23<sup>rd</sup>, 2020. We have made this decision out of caution and concern for the safety of our staff and all extended stake holders.

It is important that everyone understand that **we are still open for business**. We ask our customers to please call or email ahead with your orders. Please give our team half an hour to pick and pack your order. Orders can be picked up at our bay doors or could be shipped to a job site. We thank you in advance for planning ahead.

Effective immediately, we will not be requiring signatures on packing slips but will be recording P.O. #'s or job names along with the name of the individual who picked or received the material. Additionally, for the foreseeable future, Daltco Electric will not be accepting any returns out of extreme caution for our staff.

We thank you for your patience and understanding as we move through this difficult time.

Regards

Peter Dalton and the team at Daltco Electric.

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