



# PREFERRED DIRECT

Marketing Services • Design • Print • Mail

March 26, 2020

To: Our valued customers

Preferred Direct is very mindful of the ways coronavirus affects all of us. As a designated essential business, we continue to monitor the situation and take proactive measures to help mitigate its impact on our employees, customers and partners, while keeping their health and safety paramount.

Please note that at this time we have not experienced any delays in our supply chain as a result of the coronavirus outbreak. We are maintaining regular communication with our suppliers and working closely with them to ensure a steady flow of necessary inventory is available to remain fully operational.

We continue to make every effort to provide reliable service and support to our customers and have made contingency plans to assist in this effort. We have implemented flexible policies to help staff remain as safe as possible.

Team members are keeping the channels of communication open with customers and each other through email, phone, conference and video calls. The Preferred facility has limited access at this time, so please call in advance before to plan your visit to our building. Thank you for your understanding.

We appreciate the trust you have placed in Preferred as a valued partner and thank you for your patience during this challenging time.

Regards,

Bill Nee Jr.

President

757-461-2730

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