

March 17, 2020

Dear Valued Partner,

Like you, we are continuously monitoring developments regarding the spread and impact of the coronavirus (COVID-19) pandemic. We appreciate the trust you place in us and want you to know that the health and safety of our customers, suppliers, and employees is our top priority.

Our long, healthy relationship allows both of our businesses to thrive. Let's work together to ensure the health and safety of our employees and customers. That's why we are reaching out to communicate some plans and procedures we've put in place to mitigate the potential impact of the virus.

We are actively monitoring information from the Centers for Disease Control and Prevention (CDC) and implementing standards based on its recommendations. Based on the latest information, we are keeping our employees informed and reinforcing health and safety best practices.

This letter is provided to assure you that we have a response plan and procedures in place to support you and our employees. Please visit www.HorizonSolutions.com/covid-19-response to learn more about these plans and procedures, including the best ways to interact with us at this time. Most notably, we are asking that our suppliers not visit our branches. This social distancing practice will help us both protect our employees, limiting potential exposure.

We will continue to monitor the situation daily and immediately communicate any changes in our approach through this webpage.

As always, we are grateful for your partnership. If you have questions or concerns, please do not hesitate to contact your local Horizon Solutions representative, or you can call us at (800) 724-4750.

Sincerely,



John Kerkhove
CEO and President, Horizon Solutions

Horizon Solutions

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