



To all Valued Customers,

**Health & Safety:** Nothing is more important to us than the health and safety of our employees, our customers and our community. The influx of new, daily developments in the news has brought many concerns and an environment of uncertainty. But we want you to understand that here at SourceOne Supply, the health and safety of you and our team members remains the top priority in everything we do every day.

**SourceOne Supply:** Our team members are highly trained in handling environmental threats. We have the newest technologies available and can help you make the workplaces safer and significantly more germ free than ever before. It is a large part of what we do here every day.

**Product Availability:** SourceOne Supply lead times on many products are being extended as many of our products are on allocation from the manufacturers. We make every attempt to concentrate our purchases with North American suppliers so potential disruption to the supply chain is less likely than with other global manufacturers. We are working diligently to fulfill and manage all orders and get them to you as quickly as possible.

**Current Customers:** Our team commitment is to take care of current customers first. With this we are making products that are currently in high demand available to our daily customers only. This would include toilet tissue, hand sanitizer, disinfectant cleaners and wipes, and medical grade gloves. This may not be a complete list. But as the situation regarding COVID-19 relaxes we will, if course, make these products available to everyone that needs them.

**Social Distancing:** In a distribution such as ours contact with our customers is inevitable. But as a way to operate within the CDC suggested guidelines as well as the World Health Organization, preventative measures need to be in place to reduce the occurrence of person to person contact and to exercise the suggested 6 foot social distance recommendation while dealing with the Coronavirus.

Effective immediately SourceOne Supply will not be accepting walk-in customers to our showroom location. However, we will still handle all phone-in orders. Customers can call, email or fax in their order and pay using a credit card. Then simply call the office when you arrive for your pickup. We will place the order on the dock for you to take at that time. If you are an established credit customer, you will not need a credit card to place your order.

This will prove to be an inconvenience for a while as we all go through this pandemic together. But it might be the measure that keeps you from getting sick. My intention is to protect our employees and our customers in every way we possibly can.

Local: **740-452-9682** | Toll-Free: **800-762-5475** | Fax: **740-452-0758**

This procedure will be in place until the CDC lifts their guidelines. We greatly value our customers and are trying to keep us all safe and healthy. Thank you for your understanding and your continued business.

Thank you for your continued support, understanding and business.  
Stay Healthy.

Brian McGee  
Owner and President, SourceOne Supply