

March 26, 2020

To our valued and loyal clients and partners:

Yesterday, our Governor announced a "stay-at-home" executive order. **Bolger, as a provider of essential print and mail communication services, remains open to support you.** Thanks to the quick and comprehensive action of our employees since the start of this pandemic, we remain healthy and fully operational.

We hope you and your families are healthy and well, and want you to know that we are committed to maintaining connection and a sense of community with you amidst this unprecedented time of social distancing and health concerns. Communication and collaboration are keys to success, and Bolger is committed to keeping you informed about the actions we're taking and the status of our business.

As we navigate this extraordinary time, we are committed to:

**The personal health and safety of our employees and clients:** We continue to have all non-essential personnel working remotely, and we are staggering all production shifts to enable proper social distancing and cleaning measures. All non-essential visits to the production facility have been closed, and strict health and distancing guidelines are being followed for essential visitors.

**Business continuity:** We operate two production facilities and are keeping these operations segregated. We have also recently updated and verified our Business Continuity and Disaster Recovery Plan, which we will share upon request. We are monitoring all material availability, and all suppliers continue to report a full capability to support our material requirements.

**Lending a helping hand:** We know that many of you are navigating new workflows and that it's not business as usual. We're all in that together, and we are committed to working with you as necessary to adapt new processes that make doing business easier. We're committed to collaborate. We are also here to help bridge any gaps you may face in the unfortunate event that other print partners face disruption.

Please do your best to remain healthy, active and engaged as we pull through this crisis together. Thank you for your ongoing support and business.

Sincerely,

  
dik Bolger  
CEO