



Date: March 23, 2020
To: All Die-Cut Products Customers & Suppliers
Subject: COVID-19 Update ("Coronavirus")

These are unprecedented times that our society is going through right now. In this most trying of times we wanted to give you an update on Die-Cut Products Company (DCP).

DCP continues to operate worldwide as an essential business. Our products are needed in the medical, defense, aerospace, and other related markets. We want you to know that we remain operational and at full functionality. We will continue to serve each and every one of our customers to the best of our ability.

Our employee safety is our number one priority and we are working every day to achieve that goal. Everyone is safe and focused. We will continue to evaluate operations on a daily basis, to ensure the safety of our employees, as well as those impacted by our work.

As a direct supplier to the United States Department of Defense, and with current open DPAS-rated contracts, it is essential that we remain in operation to fulfill our obligation to the Federal Government. Additionally, DCP is part of the Defense Industrial Base (DIB) identified as a Critical Infrastructure Sector by the Department of Homeland Security. Companies aligned with the essential critical infrastructure workforce definition are expected to maintain their normal work schedules, and we at DCP intend to do just that.

To our suppliers: You play a crucial role in our on-going ability to maintain an uninterrupted supply to our client base. As it pertains to our obligations, it is requested at this time that you also remain in operation while following best practices prescribed by the CDC and state/local authorities. Please contact DCP immediately if you anticipate any reason why your business flow may be interrupted by the COVID-19 pandemic.

We encourage all of our customers and suppliers to reach out to your DCP point of contact if you need any additional information. We are attaching pertinent memorandum and guidance for your consideration. We thank you for your patronage & support during the coming months.

Best Regards,

A handwritten signature in black ink, appearing to read 'Ari Jay Comet', written in a cursive style.

Ari Jay Comet
President & Owner
Die-Cut Products Company