



March 30, 2020

At MEDCO WEST ELECTRONICS, INC., we recognize the trust you place in us to provide you with quality electronic assemblies and services delivered to your facility. That is why I wanted to share an update with you on what MEDCO WEST ELECTRONICS, INC. is doing to keep our customers and team members safe while ensuring that your orders continue to be fulfilled and arrive at your facility in the timeliest manner possible.

Safety is something we take very seriously at MEDCO WEST ELECTRONICS, INC. We are constantly monitoring and following the latest recommendations from the World Health Organization (WHO), the U.S. Centers for Disease Control and Prevention (CDC), state, county and local officials regarding COVID-19.

To curb the potential spread of this virus, we have taken several internal measures such as reinforcing simple, yet effective techniques like frequent hand washing and the continual disinfecting of employee work spaces. Additionally, we are disinfecting our facilities and equipment as appropriate and encouraging our team members with signs of illness to take those signs seriously and seek proper medical attention.

As of today, all fulfillment and production activities are continuing as usual. We are making every effort to ensure that our customers continue to receive the highest quality assemblies and services possible in a timely manner. As new limitations, updates and restrictions are being introduced daily, we are committed to keeping an open line of communication with you and will be updating you as time goes on.

During these challenging and ever-changing times, I wanted to thank you for putting your trust in us, and we remain focused on serving you.

Stay safe and be well.

Sincerely,

*Guy Intoci*

*Peter Sowinski*

*Don Hahn*

MEDCO WEST ELECTRONICS, INC.