

Since 1949, Lettermans has been here for you and

**WE ARE HERE
FOR YOU NOW!**

A Message From Steven Perret

As the 2019 Novel Coronavirus (COVID-19) continues to disrupt our lives, our paramount concern is the health and safety of our employees, customers, and communities we serve.

Given this focus on health and safety, we have made several changes to our business operations, that we will maintain throughout the crisis. We are temporarily reducing on-site staff and implementing remote work where possible. In our offices, we are observing social and physical distancing guidelines. Our lobby is closed to walk-in customers to avoid high levels of traffic, but we are still here to serve you.

Following guidance from the Centers for Disease Control and Prevention (CDC), we have increased the frequency of cleaning and sanitizing high-touch surfaces such as production counters, office equipment, and delivery vehicles. Workers are washing their hands regularly for 20 seconds and applying hand sanitizer as needed.

We continue to be your trusted resource for printing, document management, and signage needs during this challenging time. Some of the more common request we are receiving now include the following products and services:

- Temporary Signage
- Directional Signage
- Social Distancing Markers
- Construction Site COVID-19 Safety Signage
- Construction Document Printing
- Online Distribution of Bid Documents
- Online Bid Submission

Since 1949, we have been here for you, and we are here for you now.

Sincerely,

Steven Perret
President