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Dear Valued Supplier,

Transcat supports essential manufacturing & services including hospitals, critical infrastructure, government, aerospace, defense agencies, food producers, and utilities. Our staff is committed to continue supplying the products and services that are required to maintain viability of these essential operations and institutions.

As the current pandemic becomes a great concern around the world, we, as an essential business, wish to provide clear and open communication about our intent to mitigate risk for employees and customers while we ensure that critical work continues to be done safely, on-time and efficiently. Therefore, we are asking our suppliers to immediately notify Transcat if/when:

1. Your company has been impacted by COVID-19 (please provide the specific impact(s)).
2. Any of your suppliers that support Transcat have been impacted by COVID-19.
3. Your company anticipates any interruption in your support of Transcat due to:
 - a. Delays or lack of:
 - i. Supplies or shipments
 - ii. Critical personnel
 - b. Facilities closing
 - c. Any vulnerable process areas that may be compromised
4. Your company has an emergency preparedness plan, and/or a business continuity plan that addresses pandemics and impacts such as quarantines, government directed closures, transportation delays, etc.
5. Your company is preparing to temporarily or permanently close due to COVID-19 and the expected duration of the closure.

Thank you in advance for your understanding as we collectively address this global challenge.