

Tacoma ScrewTM Since 1946

Dear Valued Customers:

Tacoma Screw Products, Inc. is recognized as a part of the Essential Critical Infrastructure as defined by Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security. Our Company and its' employees perform work that has been deemed to be a necessary and essential business. Therefore, Tacoma Screw is committed to providing the same exceptional level of service that our customers are accustomed to.

Our focus during these challenging times is to minimize the risk for our employees, customers, and our communities while still providing a high level of service. We will continue to service customers through outside sales, regularly scheduled deliveries, current inventory management solutions as well as keeping our branch locations fully functional. The one change that we have made to branch operations is that we will NOT be open on Saturdays in Tacoma and Ballard until further notice.

We've augmented our cleaning protocols and have communicated CDC guidelines about hygiene to all team members, including but not limited to:

- Stay at home if you are sick
- Avoid close contact – practice social (6ft) distancing, this applies at our branch locations, please respect the barriers that are in place
- Practice hand and respiratory hygiene frequently
- Perform routine environmental cleaning

We encourage you to call your order in ahead of time to minimize contact while efficiently meeting your supply needs. We also understand that many customers want to limit outside vendors in their facilities and we are happy to adapt our local delivery methods as requested.

Other Ordering Options:

- Visit our website www.tacomascREW.com to browse and order our full catalog offerings, free will call options available.
- If you visit a branch feel free to call ahead your order and call when you arrive. We will then bring your order out to you if you wish to not come inside the branch. *****Please note this is for terms customers only, no cash or credit cards unless it is prepaid via ecommerce. *****

Tacoma Screw Products, Inc. distributes supplies to public and private businesses to help maintain personal safety, cleaning/disinfecting, facility maintenance, plant operations, repairs and many other critical functions.

- **Until further notice we will not be accepting returns on PPE (examples: masks, gloves, face shields, respirators and all other PPE), Paper Products, Cleaners and Disinfectants.**

We appreciate your understanding as we take precautions to protect the health and well-being of our employees, customers, and communities.

We value your loyalty and appreciate your continued business!!

Sincerely,

Eric McGregor



Chief Operating Officer

Tacoma Screw Products, Inc.