

BOURDON FORGE COMPANY, INC.

Dear Customers and Vendors of the Bourdon Forge Co. Inc.:

Bourdon Forge Co. Inc. has been and will continue to work hard to provide you with our manufacturing products and services as provided to us to you, with the safety and health of our customers, staff and business suppliers. Though the challenges presented by the coronavirus (COVID-19) are new and unprecedented, our priorities remain the same, to provide the best customer service possible.

Please note, as the coronavirus continues to evolve, we are monitoring closely and will adhere to the guidelines of our national health organizations, including the U.S. Centers for Disease Control (CDC), as well as the recommendations of leaders at both the local and national levels.

- We are currently operating business as usual, at full capacity.
- We have a plan in place and are prepared for any possible disruption of business.
- We are implementing steps to keep our employees healthy and safe, increasing focus on maintaining a clean and healthy work environment.
- We have suspended all visitors and factory tours until further notice.
- We will not be taking any applications for employment at this time.
- We are doing everything we can to continue to serve our customers with the same level of commitment.
- We are in constant contact with our factories, suppliers and warehouses to insure they are keeping us informed and will address any changes should they arise.

Product Awareness Note: Due to the nature of our plated products (cadmium and zinc), including the packaging materials such as cardboard, wood & barrels, the exposure to any moisture, humidity, water, liquids, disinfectants containing bleach or chlorinated compounds shall not be used. The use of any fluids will cause an abnormal attack on these cadmium or zinc parts by setting free in the presence of moisture, formic-acid, butyric acid, etc. **Please make this awareness known to your employees when handling our products.**

We appreciate your business and support and we will continue to provide updates as needed.

Stay safe and well!

Regards,

Bourdon Forge Co. Inc.



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