

To our valued clients:

As Coronavirus (COVID-19) impacts our operations and the operations of our clients, we want to share with you the steps we are taking at LDI Color ToolBox to help protect the health and well-being of our employees and the clients we serve.

In addition to continually monitoring health alerts from the Centers for Disease Control and Prevention (CDC) and regions that we currently serve, we continue to seek guidance from numerous governmental bodies and informed organizations to share best practices during this challenging period. Everyone we have consulted agrees that the most effective way to contain the spread of Coronavirus (COVID-19) is to act with an abundance of caution. To that end, LDI Color ToolBox has:

- Intensified all cleaning efforts throughout our facilities, implementing comprehensive disinfecting procedures with an emphasis on high-touch surfaces and objects, including staff areas, conference facilities, shared devices, and kitchen facilities. We are employing the same level of care and caution when our technicians and support specialists are dispatched to client sites.
- Distributed, posted and communicated directly to our staff, the importance of following our guidelines to help control the spread of infection. These everyday preventative actions include washing hands often with soap and water for at least 20 seconds, avoiding close contact with people who are sick, and staying home when sick.
- Temporarily suspended business travel, showroom demonstrations, trade show involvement and in-person conferences that involve large public attendance at our facilities. As a technology company, we are using the tools that we commonly deploy to empower our clients, including but not limited to, advanced videoconferencing, virtual training, remote computing capabilities and other technology-oriented diagnostics and analytics to insure business continuity for LDI and the clients we serve.

Please note that we are committed to continue to provide the best support services available in our industry, as we all travel through this uncharted territory. LDI Color ToolBox will utilize the experiences that proved successful to sustain ourselves and our clients through other national and global crises. Our top priority is to protect the health and safety of all of those around us, and we remain optimistic that together, we will get through this difficult period.

**Jerry Blaine**  
CEO & President  
LDI Color ToolBox