



March 17, 2020

Dear Valued Customers,

As we continue to protect the health and safety of our workforce, customers, and suppliers during the coronavirus (COVID-19) outbreak, VersaLogic is taking the following precautionary measures.

Measures include policies to ensure the health and safety of our team; including but not limited to:

- Supporting remote work for most employees
- Suspending international and domestic travel by air
- Avoiding / eliminating employee and customer events and gatherings
- Sustaining health and hygiene across the office
- Maintaining an “if you are sick, stay home” policy
- Not opening or handling incoming materials for 36 hours
- Suspending visits from customers, suppliers, and contractors at our facility

VersaLogic communicates regularly with suppliers to capture updated status information and to keep our customers informed of any changes in potential impact to delivery of components manufactured in regions of the world affected by the virus.

At this time, we have not identified any significant disruptions of our upstream supply chain (incoming goods from suppliers), although we are starting to see longer lead times on some components. Shipments to our customers are still being made on time.

As always, we will notify customers as quickly as possible if we identify any issues that could cause potential delays in deliveries due to transportation, availability of materials, or other issues.

VersaLogic would like to remind our customers that maintaining an accurate usage forecast, and placing timely orders, will help ensure timely product deliveries. We appreciate our customers' efforts to provide updated forecasts, and encourage customers to continue to place orders within the requested 16-week lead-time for commercial-off-the-shelf (COTS) products, and 24-weeks for all custom and modified products.

Sincerely,

Len Crane
President