



## COMMERCIAL BUILDING PRODUCTS

March 24, 2020

To our Valued Customers:

Due to the widespread concern regarding Coronavirus (COVID-19), Kamco Supply Corp. of Boston has implemented and continues to enhance steps to protect our employees, customers and vendors.

Effective immediately our drivers and warehouse staff will accept verbal authorization as acceptance of deliveries. Drivers will also photograph completed deliveries.

We have instituted a no visitor policy at our branches. We now require pick up customers to call in from their vehicle to place an order. To limit wait times at our locations, we recommend all customers call/text/email orders in advance whenever possible. We can accept credit cards and checks, but temporarily we are not accepting cash.

As of today, our domestic manufacturers are still shipping material, even from states that have shut down non-essential businesses.

Please keep your sales rep apprised of changing job site conditions and requirements. We have prepared a COVID-19 Action Plan for any jobs requiring one.

The health, safety, and well-being of our Kamco team and customers are our top priority. Kamco will remain open provided it is safe for our employees and customers or until the CDC/Government instructs otherwise.

Thank you for your business and cooperation during these challenging times.

A handwritten signature in black ink, appearing to read "Jeff Scaia".

Jeff Scaia

### Main Office

181 New Boston St.  
Woburn, MA 01888  
Tel (781) 938-0909  
Fax (781) 935-1696

304 Bodwell Street  
Avon, MA 02322  
Tel (508) 584-3276  
Fax (508) 941-5783

476 Hartford Turnpike  
Shrewsbury, MA 01545  
Tel (508) 842-5170  
Fax (508) 842-5217

19 Independence Drive  
Londonderry, NH 03053  
Tel (603) 432-6490  
Fax (603) 432-6499

344 Riverside Street  
Portland, ME 04103  
Tel (207) 775-6512  
Fax (207) 774-3384

1727 Carl Broggi Hwy  
Lebanon, ME 04027  
Tel (207) 339-8848  
Fax (207) 339-0102

944 Marshall Ave.  
Williston, VT 05495  
Tel (802) 658-3730  
Fax (802) 658-4131