



Date: July 22, 2020

Dear Valued Customers:

We are all aware of the ongoing outbreak of the Coronavirus 2019 (COVID-19), which was declared a pandemic by the World Health Organization. Additionally, the President, state and local officials (here at home and abroad) have declared (in most cases) a national state of emergency. Although the situation continues to evolve, Aztec Washer Company remains fully committed to pursuing the high level of work & quality, in the safe, diligent and reasonable manner we have become known for.

With that said, Aztec must recognize, however, there is a strong likelihood that we will continue to encounter certain delays as a result of this pandemic. We anticipate our production will be delayed and our productivity will be negatively impacted by the cumulative effect of this outbreak. These impacts currently involve and are limited to labor shortages due to infection and/or quarantine of personnel, as well as closures, coupled by increased demand.

We have experienced mandatory shut downs in April (for 15 days) of this year that have impacted our ability to respond to certain timing requests. While this notice may seem premature, we pride ourselves on furnishing you with a written notice of delays in a timely fashion. Please consider this correspondence to be our formal notice of potential delays to our performance through no fault of our own and that are beyond our control. Our reputation has and always will be very important to us and the communities it serves.

We are currently working with customers on hot items, running Overtime, as well as Saturday production, in order to remedy some of the set-backs this pandemic has caused. Aztec has already exceeded last year's additional hours by more than 4 times, running 3,500 extra hours in June alone.

We will diligently seek to minimize any effect to our overall production, and our ability to respond. Your cooperation and understanding in minimizing these impacts are appreciated as we work our way through this unprecedented time and regret any delays this event has caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'M De Graan', is written over a light gray circular graphic element.

Matthew De Graan
President and CEO