



J. Murray & Company
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Announcement

To: Our Retail Customers

From J Murray & Company LLC

Date: 03/27/2020

Subject: COVID-19 and J. Murray's Response Action

J. Murray & Company is continuing to closely monitor the Covid-19 pandemic. We are following the recommendations of Federal, State, and local authorities as well as the CDC and Department of Homeland Security.

We are committed to providing our customers with the products that meet the needs of their business.

We will continue to provide delivery service with as limited disruption as possible. However, to mitigate the risks for our staff and their families we ask that you phone in, Email or Fax your orders into J. Murray the day before your normal delivery day; and no later than 3pm!

(All of our contact information is at the top of this letter in the header.)

Our salesmen will not be physically coming to your store to take your order, but we will maintain our regular delivery schedule at this time.

Customers are welcome to call in orders and pick them up at our warehouse as well.

Please make sure our office has updated Email addresses, phone numbers and other relevant contact information. ***Also please always notify us of any changes in your Store hours to make sure your deliveries are properly scheduled.***

Our delivery drivers will be following all of the CDC guidelines, including social distancing(6' apart) while checking in orders.

We thank you for your patience as we move forward!

Please feel free to contact our office with any comments or questions.

Sincerely,

Kim Price & Julie Bontrager – J. Murray & Company LLC