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March 24, 2020

COVID-19 Announcement, We're Open For Business!

Dear Paper Mart Customer,

On behalf of everyone at Paper Mart, our hearts go out to all those impacted by COVID-19. Our focus is, as always, on the health and safety of our employees, customers and communities we service. Please be assured that we are fully committed to maintaining a safe work environment for all and we will closely monitor all aspects of the situation and adjust accordingly.

As a distributor of paper and printing services, Paper Mart is deemed an essential business by the Governors of the State of New Jersey, the State of New York and the State of Pennsylvania and as such Paper Mart will continue to be open and operational.

- All office and warehouse departments are staffed by our loyal and dedicated employees, on and off site, as we are working to process and fulfill your orders.
- Our switch board is open 8am to 5:30pm, Monday-Friday to receive your calls and direct you to the correct person. Our sales reps are all working from home and will continue to reach out to you. Please do not hesitate to reach out to your sales rep or inside customer service reps by phone, email or fax.
- Our team of dedicated drivers continue to deliver your orders daily. All Paper Mart drivers are practicing the safety protocols as established by the World Health Organization (WHO) and Center for Disease Control (CDC).

Note - In order for us to schedule deliveries more efficiently, please advise of any special delivery instructions at the time you place your order.

The stress of the economic and medical uncertainty is difficult and I am thankful for our dedicated employees and customers who are responding positively to the challenges we are faced with.

We are here to help and support you through these difficult times.

On behalf of the entire Paper Mart family, we thank you for your support in the days and weeks ahead.

Very Truly Yours,

Jerald Levey

President & CEO
Paper Mart Inc.