



The Smarter Way  
to Supply Your Workday.™



PAPER

INK & TONER

PACKAGING

OFFICE

WIDE FORMAT

To our valued customers,

According to the U.S. Department of Homeland Security, as a distributor of forest products, our business is considered an “Essential Business.” Our company therefore does not fall under federal, state or local restrictions and Lewis will remain open during our normal operating hours of 7:30 am – 5:00 pm, Monday through Friday. Our products are vital for businesses such as hospitals, banks and other essential businesses to convey important product and health safety information to the public, especially during these unprecedented times.

In the coming weeks we are rotating time off and work from home privileges for certain employees, to keep our employees safe and to lower our staffing levels to fall in line with current orders. You may therefore see delivery times vary as we consolidate routes and rotate drivers. As always, we remain committed to delivering your orders on a next business day basis.

We take our responsibility to provide a safe work environment for our employees very seriously and we do the same for our customers. We ask that you help us with this by allowing our drivers to bring your orders to your door, not inside your building. Social distancing is a key element to avoiding the spread of this virus so we thank you for allowing us to take steps that make it safer for both our companies.

On behalf of all our employees, thank you for being flexible and for your ongoing partnership with Lewis. We are in this together so please let us know if we can help in any other way.

Tom Clarkson  
Chief Operating Officer  
[tclarkson@lewispaper.com](mailto:tclarkson@lewispaper.com)