



Appalachian Insulation & Supply / Wolf Pak Transport COVID-19 Notice to Customers & Suppliers

Friday, March 20, 2020

We at Appalachian Insulation Supply care about the safety and wellness of our employees, customers and vendors. We are closely monitoring the situation with the COVID-19 Virus and are taking any and all precautions to maintain everyone's safety – while continuing to operate as normal and provide the quality service that we offer.

We are following the CDC recommendations and are putting the following measures in place to reduce person-to-person interactions and minimize the spread of this virus, while attempting to limit any impact to your business.

PICK-UP ORDERS

- To limit the amount of traffic in our buildings, we are asking customer to place all Pick-Up orders in advance via Phone, Fax or Email.
- If your order requires payment upon pick-up or delivery, that must be conducted over the phone.
- When coming in to pick-up an order, please use the assigned designated areas.
- Maintain and practice safe distances from one another and if you are feeling ill in anyway, please refrain from stopping into one of our facilities.

DELIVERIES

- We will NOT be taking any inbound freight from any outside carriers other than WolfPak Transport until further notice
- All customer orders that are placed for delivery will be followed up by a member of the AIS Team to confirm what your current operating procedures are during this crisis.

FACILITIES

- All In-Person and/or Face-to-Face meetings will be cancelled until further notice. If you need to meet/speak with an Appalachian Insulation Supply member, please call (877) 944-7697 and we will connect you with the correct person.
- We are looking at limiting the number of employees at all of our facilities. Therefore, we ask for your patience and understanding during this time.

We want to thank you for your continued support of AIS and Wolf Pak and appreciate your business. We wish everyone, your employees and families, health and safety during this challenging time.

Sincerely,

Bill Brinser
Owner / President
Appalachian Insulation & Supply
Wolf Pak Transport