



**Griffin Greenhouse Supplies, Inc.**  
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To our Valued Vendors,

Together, we are facing a truly unprecedented situation. The COVID-19 pandemic is affecting all of businesses, families, our communities, and our way of life for the immediate future. During this time, we want to reach out and offer some additional steps to consider before loading and shipping of goods to customers. This will help to better map your delivery schedules, improve visibility, and help you be better prepared.

Due to some retail operations and small businesses having limited hours of operations, or in some cases have temporarily closed, we encourage you to call your accounts in advance of preparing a shipment to their location to confirm their hours of operation.

Should you have any difficulty reaching an account, you can provide Griffin with an open order report of shipments to be scheduled in the next 3-5 business days and we can help verify them.

The health and wellbeing of all workers continues to be our top priority, and we continue to review our policies and guidance to ensure that they reflect the latest developments in the ongoing coronavirus outbreak. Thank you for your ongoing cooperation and collaboration – be well.

The Entire Griffin Team