

# Engineered FLOORS

COMMERCIAL DIVISION



FLOORING GROUP



EF Contract

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Tuesday, March 31, 2020

To Our Valued Customers:

Our top priority remains the health and safety of our employees, business partners, and customers. We continue to monitor the updates and recommendations from both the Federal and State public health officials. We remain committed to safety and preventative measures related to COVID-19, in addition to implementing CDC recommended guidelines and practices.

With this being said, we have decided to take the unprecedented step of shutting down our manufacturing facilities for the duration of one week. This is an effort to lessen the impact of COVID-19 on our employees, their families, our community, and the country.

Our sales support, administration, and distribution will remain open and continue to service orders.

Our inventory levels on our quick ship products are in a good position, and service levels remain high. For our make-to-order products and our current back orders, we will extend our production dates two weeks.

We would also encourage you to reach out to your sales representatives in order to answer any product, merchandising, or sample needs you might have.

We would like to also express our sincere appreciation for your continued support and business during these increasingly challenging times and wish you and your families continued health and safety.

Kind regards,

James Lesslie  
President, Commercial Division  
Engineered Floors, LLC