



K & G MANUFACTURING CO.

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June 22, 2020

I am writing to inform you of actions we have taken as a supplier as a result of the COVID-19 Pandemic. The business conditions that are projected for the next two to three quarters of our fiscal year have made it necessary to take actions to reduce our workforce.

We have kept active most of the support staff in administration, engineering and quality, along with some key individuals on the production floor to ensure we can continue to meet your needs for the quality products you have come to expect from K&G.

These changes may impact who you have been contacting at K&G and who at K&G will be contacting you to address any questions or concerns that may arise.

First and foremost are the customer service contacts;

- 1) Rita Boettcher - RBoettcher@kgmfg.com - Materials Mgr. ALL PO's
- 2) Brad Holloway - BHolloway@kgmfg.com - Program Mgr.
- 3) Ron Swanson - RSwanson@kgmfg.com - Sales Engineer

For any issues not being handled effectively, please feel free to escalate them to any member of our Management Team;

Eric P. Gustafson – Chief Operations Officer – Customer Service\Quality
Dave Warnemunde – Dir. Of Manufacturing – Engineering\Manufacturing
Jean Pelkie – Controller – AR\AP and regulatory issues

All of the actions we have taken are intended to ensure that we come out on other side of these unprecedented times as a better supplier to you for your precision machining needs.

If you have any questions or need any additional information please feel free to contact me.

Thank you for your continued support and confidence in K&G!!

Sincerely,

A handwritten signature in black ink that reads "Eric P. Gustafson". The signature is written in a cursive style with a prominent initial 'E' and 'G'.

Eric P. Gustafson
Chief Operations Officer
K&G Manufacturing Company
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