

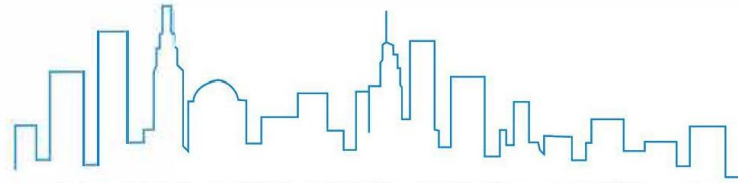


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## MANHATTAN DIGITAL DIRECT



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Monday, March 23, 2020

To our treasured business partners,

Myself & the team at MDD recognize our responsibility for communication between our personnel, our clients, our partners, and our community. In this time of considerable unease please rest assured that MDD will continue to provide you with essential services at quality equal to that of ordinary circumstances. At this time our highest priority is the health & safety of all our stakeholders. To this end we have used the guidelines recommended by the CDC to take action toward preventing the spread of COVID-19.

- We can report that as of this time no MDD personnel have contracted Coronavirus.
- We have taken steps to educate our personnel about the transmission & prevention of Coronavirus.
  - Our personnel have been practicing rotational scheduling & social distancing.
  - Our personnel have been frequently cleaning our facilities-including all shipments sent & received.
- We have prepared our personnel to recognize symptoms in themselves & others, and to immediately separate themselves & to remain in their own homes in the case of possible exposure.

MDD recognizes that our health procedures & business operations are necessarily joined.

- We have embraced the thorough use of telecommunications & other electronic operation systems.
- Our executive team has made use of telecommunication each day to review new developments & to adjust our strategy.
- We invite you to advise MDD on your current logistical capabilities-specifically your production deadlines and your capacity to send & receive shipments.

Our entire staff is grateful to be united in perseverance with our treasured business partners. We will remain available to provide the best service possible to all.

From all of us here at MDD, please stay safe.

Best of health,

*Scott Warren*

Founder & President