

May 14, 2019

Dear Valued Customer

We would like to thank you for your support during 2019. We are committed to providing our channel partners the highest quality products, service and most importantly industry leading innovation.

The U.S. government has announced their intention to move forward with the next round of tariffs. Several School & Office categories have been impacted by the Section 301 Tariff increases. These changes are considered beyond “ordinary” course of business and simply cannot be absorbed. Below is the list of categories affected by the new tariffs.

Section 301 Trade Act - Tariff increases				
Category	List	Tariff Date in effect	HTS Subheading	COO
Glue Sticks	#3	9/24/18, 5/10/2019	3506.10.50	CN
Handheld rotary cutters	#3	9/24/18, 5/10/2019	8205.51.30	CN
Trimmer cutting blades	#3	9/24/18, 5/10/2019	8208.90.60	CN
Knives w/out fixed blades	#3	9/24/18, 5/10/2019	8211.93.00	CN
Cutting machines, paper	#3	9/24/18, 5/10/2019	8441.10.00	CN
Instruments for hand measuring	#3	9/24/18, 5/10/2019	9017.80.00	CN

Price increases will go into effect for all customers on July 1, 2019. Pricing on the above categories impacted by the tariffs will increase by 10.5%.

All increases are solely to cover the increase due the trade tariffs. There will not be any offsetting allowances.

We value your long-standing partnership in today’s uncertain environment. We will keep you updated if the tariff situation changes.

Thank you for your continued support. Please contact me with any question at (440) 279-3159.

Sincerely,



Karen Lazoff

VP of Sales – Commercial Office