

# LEGACY

OFFICE SOLUTIONS

A FAMILY OF OFFICE PRODUCT COMPANIES



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**Brooklyn, NY**

I am concerned about product availability for when customers begin to re-enter the work environment. I think that it is important to be mindful about having merchandise to sell at that time, so you don't cause your customers to be forced to purchase elsewhere.

It is a true catch 22 and kind of like the dilemma during playoff season. Do I risk putting a starting pitcher on the mound in the 8<sup>th</sup> inning during game four when you're down three games to one and not have him available to pitch the next day during game five, or do I leave him on the bench and not even get to game five?

Below is the email that I sent on Tuesday. As supplies of products continue to be scarcer, we now need to apply this policy to all Jan San products that we are purchasing for our inventory that relates to the coronavirus outbreak. It should not be too difficult to determine which items this policy pertains to; you just must pay attention to the daily news reports to see or read about shortages.

In addition to all the hand sanitizers we are adding

- Toilet and facial tissues
- Roll Paper Towels (Possibly c-fold & multifold)
- Any type of disinfectant, cleaning solution or bleach
- Hand Soaps & Dispenser Soaps

I would also strongly suggest that if you are not sure if the item is allocated, you simply reach out and ask.

There were a few large orders for items that were put through for customers that we had to cancel and re-allocate quantities.

Please note that the allocation below is based on "available" inventory at the time you are placing the order, not what is anticipated to arrive.

<b>Customer Volume</b>	<b>Allocation Amount</b>
\$75,000.00 or more	10% of availability with a 100 unit cap
\$50,000. - \$74,999.00	5% of availability with a 50 unit cap

\$30,000. - \$49,999.	3% of availability with a 25 unit cap
\$10,000. - 29,999.	2% of availability with a 25 unit cap
Below \$10,000.	1% of availability with a 25 unit cap - Must ship with other items or small order charge and shipping applies

We will do our best to communicate more information and availability of products as we learn more.

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