



October 1, 2019

To: Our Distribution

From: Bradford Graves – 3M Stationery and Office Supplies Division

Subject: Price Changes Effective February 1, 2020

Dear Valued Customer,

Effective February 1, 2020 3M Stationery and Office Supplies Division will change prices on selected products. These price changes will apply to orders entered on February 1, 2020, and for future-dated orders specifying shipment after February 1, 2020.

The price changes are the result of two key elements:

- Tariffs put in place by the Office of the U.S. Trade Representative (USTR) including recent tariff rate increases. Please note that if – and when – tariffs are removed, it is 3M's intention to remove the additional cost passed on to customers from the affected products. Note that a large majority of items are not affected by the tariffs.
- Long term cost increases incurred by 3M that include higher raw materials, labor, transportation and healthcare.

Note that the impact by individual customer will vary significantly depending on the mix of products purchased. A general price action guidance by product category is as follows:

| Products | Guidance |
|--|---|
| Office Supplies including Post-it® & Scotch® brand items | Minimal price increases, the majority being Tariffs either recently implemented (lists 4A & 4B) or increased (Lists 1,2,3). |
| Construction & Home Improvement Markets including Command™, ScotchBlue™, Filtrete™ brand items | Price increase ranging from 3% to 5%; includes Tariff costs, none of which were previously passed on. |
| Home Care including Scotch-Brite® and ocelo™ brand items | Minimal price increases, the majority being Tariffs either recently implemented or increased. |
| Consumer Healthcare products including Nexcare™, Futuro™ & Ace™ brand items | Price increase ranging from 3% to 5% plus Tariff costs, none of which were previously passed on. |
| Other: Industrial, Safety, Commercial and Electronics products | Varies by category; please refer to the pricing information provided by your 3M representative. |

Our goal is to continue to provide you with products that offer consumers the best price/value proposition and the highest quality services to support your sales, merchandising, and supply chain efforts. We appreciate your business and thank you for your continued support of 3M Products.

Sincerely,
Bradford Graves, Vice President & General Manager
3M Stationery and Office Supplies Division