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Tuesday, March 24, 2020

Re: Essential Services Status

To whom it may concern:

We want to inform you that per Governor Holcomb's issue of an Executive Order effective March 25<sup>th</sup>, 2020 Express Press will continue to serve as an Essential Business. We provide important mailing, fulfillment, printing and essentially critical infrastructure to Hospitals, Healthcare, Dr's, HVAC, Financial Institutions, Rail Systems among other essential businesses.

The USPS has issued the following statement.

"Postal and shipping workers, including those in the private sector, are also considered essential critical infrastructure workers under recent guidance issued by Department of Homeland Security. White House and CDC guidance has also stated that such industries have a special responsibility to maintain normal work schedules. The functioning of the postal system depends critically on the mailing and printing industry"

Day-to-day quoting and order processing can be done remotely to meet your needs. All email and voice mail will be monitored. Please be patient with us as you can through this period and if you need to reach us you can reach us at [Customerservice@express-press.com](mailto:Customerservice@express-press.com) or call us at 574.277.3355 Please reach out to your account executive at any time for more information. Our locations will be closed to the public.

We will monitor the COVID-19 situation and will follow guidance from public health officials and government agencies to continue the support of our customers and communities as needed.

For more information about COVID-19 and what you can do to keep healthy and safe, visit the Centers for Disease Control at [cdc.gov](http://cdc.gov) or your local health department's website.

As we continue to navigate these challenging times together, we thank you for your support. Together we will get through.

South Bend, Indiana  
Michigan City, Indiana  
Niles, Michigan  
Valparaiso, Indiana  
Elkhart, Indiana  
Indianapolis, Indiana

March 22, 2020

To Whom It May Concern,

This letter is to provide information regarding the functions being performed by the mailing and printing industry in support of the essential government services being provided by the United States Postal Service to the American people.

The Postal Service's provision of postal services throughout the United States is not affected by State and local government actions that are restricting commercial and personal activities in response to the COVID-19 pandemic. The Postal Service is an entity of the Federal Government, and the provision of postal services to the American people is designated as an essential function under federal law during times of emergency. The postal system is used to deliver, among other things, important governmental information and benefits, mail that is essential to the functioning of our economy, elections materials, and packages containing vital necessities, including medicines and other goods, and is a part of the nation's critical infrastructure.

Postal and shipping workers, including those in the private sector, are also considered essential critical infrastructure workers under recent guidance issued by the Department of Homeland Security. White House and CDC guidance has also stated that such industries have a special responsibility to maintain normal work schedules.

The functioning of the postal system depends critically on the mailing and printing industry. Members of the mailing and printing industry work with the public and private sector to create, print, and enter essential mail into the postal system. The industry also serves a vital role in ensuring that packages are able to be efficiently shipped from sender to recipient.

Therefore, the Postal Service considers that the continued operations of the mailing and printing industry in enabling the delivery of critical mail and packages is vital to the Postal Service's continued performance of its essential functions.