



CPS/Keystone is open and processing orders for you and your customers! Administrative staff is working from home, and reduced production staff is on premises, working within all recommended guidelines, including social distancing, in order to protect our employees. We continue to monitor all CDC and State of PA guidelines to stay current with all best practices. Sanitizer, gloves and masks are provided for all production staff, and we have increased our cleaning methods to ensure a sanitized workplace. We have guidelines to assure that when handling products for imprinting and packing, appropriate measures are taken to minimize potential contact with the virus during our process. No visitors are allowed at this time in our facility, and customers who come for order pick up must remain outside the building.

- **Orders are being processed on standard 5 day production; 24 Hour and 3 day Rush MAY be available, please contact us at CustomerService@keystoneline.com prior to placing your order to confirm.** Please continue to email orders to orders@keystoneline.com with your art, or send art to art@keystoneline.com
- **Please note that the fluid situation around Coronavirus may impact production, inventory arrival and transit times. Please be sure to advise us of firm in hands dates and allow ample time.**
- Staff will be responding to all inquiries; phone calls will be directed to our customer service team. **Please email customerservice@keystoneline.com for the most prompt response for all questions, including order status.**
- All efforts will be made to accommodate requested order requirements; we ask for your patience if we are unable to fulfill all specifics due to these limitations.
- Please send any SAMPLE requests to samples@keystoneline.com and note if rush turn time required.
- We will be proactive in communicating any questions, problems, delays or other.

Please stay healthy and well, and let us know ANYTHING we can do to help you and your customers as we all work together to reactivate our economy safely!

Kippie Helzel
Sr. VP, Sales

June 1, 2020