

PRODUCTION AND MANUFACTURING STATUS DUE TO COVID19
May, 2020

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.

- **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. I am sure we ALL look forward to business as normal...soon!

Kippie Helzel
Sr. VP, Sales