

Dear Valued Lotus & Windoware Customers:

As we all have experienced, the spread of Coronavirus (COVID-19) is having a dramatic impact on our work and personal lives. During this time, it is our priority to assure the safety of our employees, customers, and our business partners.

Shipping and receiving at our Tennessee warehouse will continue at this time. The Mayor of Memphis has issued the Safer at Home directive to close all nonessential businesses for at least 14 days. Our classification allows us to remain open at this time, however, we are subject to any changes the State of Tennessee may make. We will have essential warehouse staff reporting to work while office employees work remotely from home. We are taking all necessary precautions, in accordance with CDC guidelines, to ensure our essential staff reporting to work remains safe and healthy.

Our Headquarters in Chino, CA has followed State orders to shut its doors and shelter-at-home. Until this is lifted, **there will be no shipping or receiving from our California warehouse, however, employees are working remotely at home to process your requests.**

We are grateful for our dedicated employees, and you, our dedicated customers, and we look forward to getting through this together.

Sincerely,

The Team at Lotus & Windoware, Inc.