



17425 NE 70th St • Redmond, WA 98052  
P.O. Box 2518 • Redmond, WA 98073  
425-885-3204 • 800-939-3204  
[www.signpros.net](http://www.signpros.net)

August 23, 2021

## COVID-19 UPDATE

A Message To Our Valued Customers:

Per new WA State guidelines we are changing our Covid policies again. Unfortunately some of the restrictions we previously lifted have been reinstated.

We are still accepting personal meetings at our facility, however the WA mask mandate requires employees and customers to wear masks in our front office and conference room areas regardless of vaccination status. Customers and vendors are also asked to stay within our front office/reception area, and not venture out into the manufacturing and sign storage spaces.

We continue to struggle with labor and supply chain issues related to COVID-19 that may affect some lead times and prices. Severe labor shortages have made it necessary to temporarily suspend our “on time guarantee” and limit how many sign installations/removals we can perform each day. We’re doing our very best to keep up with demand, but we are rescheduling some service requests as deemed absolutely necessary. Our objective is to delay as few jobs as possible, and limit each delay to a maximum of 1 or 2 days, depending on service area.

Thank you for your support and understanding through these times.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Foltz", written in a cursive style.

Ken Foltz

President