
Date: February 24th, 2020

To: Light Efficient Design Agents
Light Efficient Design Customers

Subject: Coronavirus Update

The spreading Coronavirus has caused significant disruptions to global commerce, especially in the origin country of China. The Chinese government has imposed stringent work, travel, and logistical restrictions on the general population and businesses of China. Light Efficient Design is actively monitoring the situation and is in constant contact with our Chinese based suppliers. We are taking all possible actions to secure components and materials to support our partners through this period of supply disruption.

Several National governments have taken unprecedented steps to help contain the spread of the Coronavirus, and the impact of these decisions are ultimately outside of Light Efficient Design's control. We do carry extra inventory to support our customers during the typical Chinese New Year shutdown. While we have yet to experience any significant supply shortfalls, we do expect there to be some short-term disruption in the supply of a small subset of our product offering in the coming weeks due to the extended quarantine.

We are constantly monitoring the situation and taking the following actions:

- Daily collaboration and communication with raw materials suppliers and logistics partners, both domestically and abroad, in order to predict and mitigate inventory shortages.
- Ramp up of our domestic production capacity to build inventory as necessary.

Our suppliers are starting to receive clearance to open their doors, but are hampered by the continued quarantine of the population. While we view this as encouraging news that the worst may be behind us, we are continually monitoring this fluid situation.

We appreciate your loyalty and support through this challenging time. We will provide an update as soon as we have more information.

Best Regards,



Michael Starr
Vice President, Operations