

March, 20<sup>th</sup> 2020

Dear valued Business Partner,

As many of you are aware, the rapid spread of COVID-19 has caused local governments globally to enact restrictions of movement for the time being.

RECOM has been proactive in adhering to local governmental guidelines for arresting the spread of the novel coronavirus and has implemented precautions to protect company employees and their families.

We have also made provisions to secure our global supply chain, including the increase of stock levels and altering our logistics operations as needed.

All RECOM manufacturing sites in China, Italy, and Taiwan, as well as our logistics hubs in Austria and Singapore, are in full operation. At present, our lead times have not been adversely affected. However, the implementation of temporarily closed borders, both in Europe and the United States, and other global transportation constraints will cause expected delays in shipments.

If you have any questions or concerns about your order, please contact your regional RECOM sales office.

We appreciate your patience and understanding during this unprecedented time.

  
Gerhard Reifner  
RECOM, SCM

**RECOM**  
Power GmbH  
Münzfeld 35  
A-4810 Gmunden  
Tel.: +43(0)7612-88325-700  
Fax: +43(0)7612-88325-801