

**Corporate Office**

P.O. Box 1027  
Erie, PA 16512  
(814) 456-6241  
Fax: (814) 456-6240

**Toll Free Customer Service**  
**(800) 262-2551**



Web: [www.JanitorsSupply.com](http://www.JanitorsSupply.com)  
Email: [JSC@Janitorssupply.com](mailto:JSC@Janitorssupply.com)

**Erie Sales Office**

540 East 2<sup>nd</sup> Street  
Erie, PA 16507-1702

**Latrobe Sales Office**

55 Bay Hill Drive  
Suite G & F  
Latrobe, PA 15650

Thursday, March 19, 2020

To our valued customers and partners,

As you all know, we are unfortunately facing an unprecedented health crisis in our nation. With the recent and ever-changing news around COVID-19, we want to reassure everyone that we are continuing to work around the clock to serve our customers. We know the concerns you may be experiencing during these uncertain times and we are committed to being responsive to your needs. We want you to know what steps we are taking on our end to keep your operations up and running.

- Our offices are closed to walk in business but we will continue to operate "Business as Usual" permitting any non-controllable scenarios. Please call in all orders, and have a card available to pay over the phone for orders being picked up.
  - Call us: 814-459-4563
  - Fax: 814-456-6240
  - Email: [orders@jansupply.com](mailto:orders@jansupply.com)
  - Visit us online: [www.janitorssupply.com](http://www.janitorssupply.com)
- While our sales staff is limiting face-to-face interactions, they are all still available to answer your questions, concerns, and assist with product needs and availability via phone, email, and video chat.
- We have increased the frequency and intensity of our sanitizing efforts throughout our entire operation.

Our commitment and top priority still remains that we will do our best each and every day to continue to be your supplier and partner even through the most difficult of times. Should any of the above information change, we will continue to communicate accordingly.

On behalf of all of us at Janitors Supply, we thank you for your continued business, patience, and trust. We are wishing all of you health and safety today, tomorrow, and always.

Thank you,

Janitors Supply Company