April 28, 2020

Dear Valued Customer:

In these challenging times, we know it is difficult for you to predict when your operations will open and product shipments will be required. Chief Enterprises is heartened to know that North American governments are working together to coordinate the opening of automobile manufacturing activities in May, which will include suppliers and distributors. Yet we continue to receive minimal details from government officials, and conflicting information from our customers and suppliers about plant reopenings.

To best serve your needs and protect our workers, we are implementing a new protocol for our facility in Chihuahua. Effective immediately, Chief will need accurate and firm product orders from you **at least 3 business days** prior to the expected ship date. This will allow us to fulfill your order as planned, while managing our product supply and workers efficiently. If you require product shipments in less than 3 business days, we will do our best to complete the order but there may be additional fees imposed to expedite shipments.

Chief Enterprises has inventory on hand in Mexico which was sufficient to cover your earlier forecasts, and we have additional raw material in transit. As your operations come back online, we would appreciate receiving updated forecasts as soon as possible, which properly reflect new market conditions of the next few months. We will continue working closely with you, Bosch and other suppliers to fulfill these orders with minimal disruption.

Thank you for your understanding of this new procedure and your continued support during these uncertain times. If you have any questions please reach out to your designated sales and customer service representatives or visit our COVID-19 Response page.

Sincerely,

Andrew Gabelman
President
Chief Enterprises LLC

Sam LaBarbera
VP of Operations
Chief Enterprises LLC

Alejandro Gallegos
Plant Manager
Chief Enterprises Mexico