

FROM THE INDIANA STAMP COMPANY FAMILY OF BUSINESSES



December 6, 2021

Re: Change of Hours of Operation

After careful consideration, we have decided to change our business operation hours to move to a four-day workweek. Beginning January 3, 2022, we will be open 8:30 to 5:00 Monday thru Thursday, with the business being closed on Fridays.

As we are all painfully aware, we live in a different world now where it is very challenging to find and retain good employees. The changing of our hours of operations is being done to attract new employees and help ensure we keep the great employees we currently have. We do want to be very clear, especially coming off one of our best years ever thanks to each of you, this is not being done because the business is in trouble. It is strictly being done as an employee attraction and retention tool.

And for our customers, many of you whom have been with us for years or even decades, we want to thank you for your continued support over the years. We will continue to serve you with the same high standard you have come to expect from Indiana Stamp, United RIBtype and Indiana Signworks. Our employees will be working hard to make sure we continue to meet and exceed your expectations.

We are excited about what this change means for our current employees and fostering a positive work-life balance for each of them. As a third-generation family business, it is important to help our employees find that balance between work and family life, and we feel this is a very positive way to help encourage our employees to do just that- both current and future employees. Thank you for your help in enabling us to do that. We appreciate your understanding as we work to implement this change.

If you have any concerns regarding the new hours you would like to discuss, please do not hesitate to reach to either Bill or myself. You may also speak directly with your Inside Sales Representative.

All the best,

A handwritten signature in cursive script that reads 'Olivia Warner'.

Olivia Warner
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A handwritten signature in cursive script that reads 'William Collins'.

William (Bill) Collins
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