

COVID-19 NOTICE

While Printeks will continue to remain open for business, in response to the increasing concern in Orange County and the surrounding communities, Printeks is taking a series of precautions to protect the health and safety of our employees, their families, our clients and our community while maintaining a consistent level of client service.

Printing Services: *Effective immediately, please note the following changes:*

- **Health and Safety Precautions:**
 - The **office will be closed to the public** until further notice. Although employees may be working inside, they have been instructed not to allow anyone into the building.
 - The office will follow cleaning and disinfecting protocols as recommended by the CDC and local authorities.
 - Flexibility and remote work options are available for all team members, including those who are at a higher risk of contracting or suffering complications from COVID-19 and those who are affected by school and childcare center closures.
- **Orders:**
 - All printing orders will be received over the phone or via e-mail.
 - **Phone: (845) 294-0877**
 - **E-mail: support@printeksrepro.com**
- **Printing:**
 - All Printed items to be picked up will be left in plastic bags in a Pick-Up Rack located within the covered entrance to ADG Architects. ADG is located in the same building, directly to the left of Printeks' front door.
- **Payments:**
 - Payment is to be made by credit card (online or over the phone) or check mailed to 25 Wallkill Avenue, Montgomery, NY 12549; no cash transactions at this time.
 - A check may also be left in the mailbox directly adjacent to the pick-up rack
- **Bid Document Returns:**
 - Please call (845) 294-0877 so that arrangements can be made to receive the returned drawings (within the Pick-Up Rack) and refund the deposit check
 - Reimbursements will be mailed to the address on file upon receipt of the returned drawings.
- **Deliveries (UPS/ USPS/ FedEx):**
 - Please leave all ADG or Printeks packages outside the door. If needed, please use the ring doorbell, directly adjacent to this notice, to speak with an employee.

3D Building Scanning: *Effective immediately, please note the following changes to our services:*

- Printeks team members who are working onsite at your building have been advised to consult with you on whether your building is open or if there are any special guidelines they need to follow.
- If you are expecting one of our team members and there is a reason why they should not come to your site, please notify Printeks immediately.

We value our relationship with you and are committed to staying connected with you and helping you through this unprecedented situation. We are sorry for any inconvenience these temporary changes may cause. Please call us with any questions.