

Dear Valued OPG Partner -

The Office Planning Group (OPG) is working hard every day to ensure top level service and safety for you and your organization, as everyone deals with the ever changing updates and actions related to COVID-19. As a vital service provider for a multitude of essential companies, we are open and operating at full capacity.

First and foremost, is protecting the health and safety of our employees, customers and the community. Our thoughts and prayers go out to all impacted by the coronavirus outbreak.

Our current business plan is focused on continuing to provide the best level of support to you as we navigate this ever-evolving health situation. Our management team and leadership are continually monitoring the situation and providing guidance to all of our employees in order to ensure employee and customer safety. Here are some changes to our normal procedures, which will help ensure that we are taking care of our essential customers in the safest way possible.

- Our main office will be closed to the public during this time. Please make prior arrangements if you need to enter our building for the following: supply pickups, equipment demos, and service drop-offs.
- Sales representatives and service technicians will only make calls with the approval of customers.
- Technicians will make efforts to find remote solutions before making on-site visits.
- We have asked our sales personnel to conduct business over the phone and via email as much as possible.
- Employees visiting the customer and partner facilities have been informed about the basic steps to reduce coronavirus spread: including, but not limited to, hand washing, cleaning, and social distancing as referenced by the CDC.
- We are asking our employees to minimize contact: using email, phone, and other technologies to communicate with our partners.
- Technicians are kept up to date on any special restrictions and requests from customers.
- Deliveries will be completed at customer request, keeping in line with all customer protocols.

The OPG customer care team remains available during this period to process and deliver supply orders, respond to service calls, and to provide the highest level of support to our essential customers and government agencies fighting the COVID-19 pandemic.

Should you have any questions, please contact your OPG representative by normal means, or by calling the main office at (906)774-5880. Thank you for your continued partnership and cooperation as we move through these difficult and uncertain times together.

Thanks for doing your best to shop local first and keep our communities strong!  
#L2LFirst #YooperStrong #NotBusinessAsUsual

Stay strong, stay smart, stay healthy!

Sincerely,



President  
The Office Planning Group, Inc.

