



July 1, 2020

To the SHEPENCO family

*Map out the future – but do it in pencil. The road is as long as you make it.
Make it worth the trip.*

- Jon Bon Jovi

SHEPENCO/Shelbyville Pencil Company, Inc. is proud to advise we have returned to production, while instituting worksite recommendations as set forth by the CDC. Our current hours of operation are 8:00 AM CDT to 4:30 PM CDT, Monday through Friday. We are currently have 50% of our team back.

Our pencil inventory is substantial. All but two of our pen styles are imported from mainland China. Consequently, there may be inventory availability issues on some styles.

We have returned to our normal production times of 5 – 7 days for catalog quantity orders. We also are able to provide our 1 day and Same Day production service. Please contact us if your orders require this.

Regarding safety precautions during this pandemic, below you will find some of the additional measures we have added.

1. Everyone must wear a mask when entering, and staying in the building.
2. Everyone must have their temperature taken before entering the building.
3. Anyone with a temperature of 100.4 will not be allowed in the building.
4. Gloves are not mandatory, but available to all that prefer them.
5. Social distancing of six feet is maintained. Distances are marked on the floor.
6. High touch areas are frequently cleaned with a 90% alcohol based cleaner.
7. Hand sanitizer with minimum 70% alcohol content is available.

Since our inception in 1933, SHEPENCO has survived a depression, a world war, polio, unpopular armed conflicts, AIDS, SARS and now COVID-19. With your continued support, we will survive this one too.

Be safe, be smart and be healthy.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Townes", enclosed in a thin black rectangular border.

Dan Townes
President

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