

ITC MILLWORK



PRODUCTS

SALES TEAM

A MESSAGE TO OUR CUSTOMERS!

As COVID-19, the coronavirus, begins to have an increased impact on our communities, ITC Millwork is taking measures to help ensure the health and well-being of our community.

We understand the concern and uncertainty you may be experiencing surrounding this emerging crisis, but like many others, our team is closely following guidelines from the Centers for Disease Control and Prevention (CDC), and other local and national health organizations.

Our locations are open, however, in an attempt to keep everyone safe and healthy, **we are discouraging cash, or payments that have to exchange hands.** We are asking customers to place orders on the phone, or via email and arrange for *payment in full* before picking up orders.

Please place orders remotely by:

- Contacting us via phone ([click for a list of our locations](#))
- Emailing your Sales Rep. If you don't have their email, you can always email our general mailbox at info@itcmillwork.com

By utilizing the technologies available to us, we hope to keep our community productive and healthy. This is no doubt a challenge, but as a community, we will see it through, together.

ITC Millwork is here to help! Again, we are all open for pick-up and delivery, however, we encourage you to use the available technologies to **limit in-person activity.**

We don't anticipate any changes to our business operations at this time, but, with this ever-changing landscape, we are sensitive to our employees, suppliers, and customer's needs and concerns. If anything does change, we'll notify you with as much advance notice as possible.

Best Regards,
Shane Higginbotham
COO
ITC Millwork