# IMTRA is Open With Limited Shipping

We hope that you and your families are safe and healthy. These are trying times and together we will endure the challenges and prepare for a robust recovery.

### **IMTRA** is Open

- <u>Customer Service:</u> The team is available to assist with Order Entry, Inventory Lookup, Project Planning and Troubleshooting.
- <u>Outside Sales:</u> Our entire sales team is working remotely and remains available to support you by telephone, video conference and email.
- <u>Accounting:</u> Our accounts receivable and payables team is online and ready to help you with any questions or concerns you might have.
- <u>Service</u>: Our service professionals are ready to assist with system troubleshooting and installation/start-up support.

#### **Place Orders Now**

- The best way to speed up our ability to get you the product you need is to have orders in the system.
- You can call in orders or place them directly at <u>www.ImtraCEP.com</u> (if you want access, just ask).

# **Limited Shipping**

- <u>Good News:</u> We were able to ship almost 400 small packages on Friday.
- Not-So-Good News: The Commonwealth of Massachusetts stay-at-home mandate was extended to May 4th.
- What does THAT mean: We will have limited abilities to ship between now and May 4th but when we can, we will.

## **Planning for Recovery**

- <u>Imtra Status Updates:</u> We created a <u>webpage with commonly asked</u> <u>questions</u> about our status during the COVID-19 outbreak.
- <u>Product Education:</u> Our Product Content Team has been busy creating new videos and articles. Please check out the <u>Imtra Learning Center</u> and our product and installation video library at our <u>YouTube channel</u>.

We appreciate your business and look forward to providing you with the best possible service, while ensuring the health and safety of our team and following government mandates and health advisories.

CEO/President IMTRA Corporation		