

**Re: Extended Lead-time Notification – Covid-19**

March 16, 2020

Dear Distributor Partners,

Bulgin has implemented a number of actions to protect the wellbeing of its staff and work to safeguard continuity of supply of product to our channel partners. Bulgin has reduced working hours in its factories and introduced shift segregation patterns to reduce the risk and potential impact of the Covid-19 pandemic. Whilst this will impact Bulgin's short-term productivity, we are confident that these actions will ensure our ability to service your product requirements.

These actions will, however, temporarily impact lead times. Effective immediately, orders received will be acknowledged with an additional 4-weeks to our standard lead-time.

Orders received from Monday 16<sup>th</sup> March, therefore, will be acknowledged with 18-22 week lead-times. If there are any orders that must be expedited for strategic customers, please contact me by email or cell phone as per below.

When efficiency and productivity returns to normal levels Bulgin will revert to our standard lead-time.

Please change the lead-time in your system to reflect the additional 4 weeks and plan your orders and inventory strategy accordingly.

Thank you all for your business,



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President

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Bulgin