

Date: Aug. 17, 2018

To: Our Valued Customer

Subject: **Revised Dec. 1 Price Increases**

On August 1, 2018 we notified you of the Fellowes price increases going into effect December 1, 2018 as a result of the recently implemented and enacted tariffs that have been placed on our categories.

On August 7, 2018, the USTR announced that the Fellowes categories originally announced with a 10% tariff have now been assigned a 25% tariff. This specifically applies to Shredders, Binding Covers and select Workspace Management categories. Therefore, we have modified the average price increases on those affected categories to reflect that change as follows:

Laminating Machines	17%
Surge Protectors	17%
Air Purifier Machines	17%
Shredders	22%
Workspace Management	15%
Binding Covers	16%

As stated in our previous letter, Fellowes will continue to honor current pricing for purchase orders requiring shipment before December 1, 2018. Given the wide scope of these increases, we will not be able to accept orders at current prices for purchases that exceed a customer's regular purchasing levels or patterns.

We will continue to stay abreast of the tariff situation and communicate any changes as they may occur. We also stay committed to investigate options to reduce and minimize these added costs to our products and look for ways to provide improved efficiencies on the above affected categories.

On behalf of Fellowes, I would like to thank you for your continued support and valued partnership.

Sincerely,



Sam Richardson
VP/GM North American Sales