



ACCO BRANDS CORPORATION  
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May 10, 2019

Dear Valued Customer:

The President announced on May 10<sup>th</sup>, 2019 that section 301 tariffs will increase from 10% to 25%, effective immediately. This forces ACCO Brands to respond on all goods impacted by these tariffs. As a result, we are announcing that we will raise prices on goods impacted by section 301 tariffs effective August 11, 2019. This pricing action will only apply to items impacted by the tariff change and pricing will be adjusted based only on the cost change driven by the tariff.

ACCO Brands will issue a list, by May 20<sup>th</sup>, of all our impacted items. The list will include item number, description, category description, UPC, the item's tariff code, and the dollar increase that will be applied.

ACCO Brands reserves the right to place any purchase order for product shipped on or after August 11, 2019 on hold until pricing is adjusted to reflect the price increase.

We regret making this announcement outside of our normal process for pricing communication. The magnitude of the increase and lack of notice gives us no other viable option. We sincerely appreciate and value your ongoing partnership, support, and patience as we operate in these unchartered times.

Sincerely,

A handwritten signature in black ink that reads "Salvatore Testani".

Salvatore J. Testani  
Sr. Vice President Sales