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Dear Valued Customer:

This is to inform you that the costs for many of the raw material inputs used in the products we produce have increased. The raw material inputs effected are primarily paper, corrugate packaging, poly, and steel. In addition, we are also faced with rising transportation, labor and energy costs. These increases will force us to change our pricing to you effective with items purchased on or after July 1st, 2021. Our increase by product category is as follows:

	<u>Material Increase</u>
Binders/Presentation	5%
Envelopes	6%
Filing	6%
Index Cards	6%
Note Taking	6%
Report Covers	6%
Forms	6%

Please know that keeping you competitive in this challenging market remains our top priority and we will continue to supply you with the types of products and service we have been known for in the marketplace. Thank you for your continued support.

Respectfully,

Dave Garber  
Senior Vice President of Sales