



October 14, 2024

Dear Valued Customer,

Due to recent cost increases on raw materials, mainly packaging and paper, we will be increasing our prices on our filing products, effective on items purchased on or after January 1, 2025. Our increases will be 4% for all paper filing products.

Additionally, to maintain proper service levels and maintain our commitment to all customers, we will not accept orders prior to January 1st that exceed current forecasts or our customer's regular purchase levels.

We are committed to providing you quality products at a competitive price and will keep you informed as we receive updated information.

Thank you for your business and continued support.

Sincerely,
THE SMEAD MANUFACTURING COMPANY

Tim Swanson
Sr. Vice President of Sales

