



4/8/2022

Dear Valued Supplier,

This letter is to notify you that we will be moving our Kent, WA facility to a new location on June 20<sup>th</sup>, 2022. We are excited to serve our customers and suppliers in this easily accessible and well positioned location in the Pacific Northwest. Please note that our new facility is located less than 2 miles from our current location.

**New Address:**

GracoRoberts

20218 87<sup>th</sup> Avenue South

Kent, WA 98031

With your help, we can make this transition a seamless one. To support this, we are asking for your assistance with limiting or holding shipments according to the below timeline:

**May 30<sup>th</sup>, 2022, through June 13<sup>th</sup>, 2022**

Please continue to ship to our current Kent location at 8635 S 212<sup>th</sup> St – Kent, WA 98031, but limit deliveries to urgent or high priority material only. Our Buyers will be reviewing open orders and will be in touch to communicate further in order to assist with this, and we may ask to pull material in to ship before May 30<sup>th</sup>.

**June 13<sup>th</sup>, 2022, through June 17<sup>th</sup>, 2022**

Please do NOT ship any material during this time period as our ability to receive product will be limited. We kindly ask that any shipments scheduled for this week be pushed out to the week of June 20<sup>th</sup> unless otherwise directed by our Buyer.

We kindly ask that you please update your records to reflect the new address, effective June 20<sup>th</sup>. GracoRoberts greatly appreciates your help as we transition and please feel free to contact me directly with any questions or concerns you may have.

Kind Regards,

Tom Gotthold

Corporate Purchasing Manager

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