



# Arlington Industries, Inc.

MANUFACTURERS OF QUALITY FITTINGS

February 9, 2023

To: All Arlington Sales Offices, Representatives and Distributor Partners

Subject: Business Update #5 – Lowering Minimum Order for Pick-Up Orders at Rep Warehouses

Due to the increased cost of Labor and Freight, Arlington increased its minimum order to \$500.00 for all orders whether shipped from our plant and headquarters in Scranton, PA or from one of our stocking rep warehouses that are strategically located across The United States. This change was made to address the challenges that we were experiencing at that time to best utilize the available labor force to maximize our service levels to ship our patented and labor-saving products to most of our customers and distributors.

However, in consultation with our Electrical Manufacturer's Rep Principals at the recently concluded NEMRA23 Meeting in Las Vegas, we will ***reduce this amount to \$250.00 for Pick-Up Orders Only at the Rep Warehouses across the USA***—HOWEVER, THE MINIMUM ORDER SHIPPED FROM ARLINGTON IN SCRANTON, PA OR ONE OF ITS STOCKING REP WAREHOUSES WILL REMAIN AT \$500.00.

This change will go into effect on Wednesday, March 1<sup>st</sup>, 2023 and will be subject to the confirmation of your local Arlington Sales Representative, as well as their respective Arlington Regional Sales Manager.

By taking this most recent step, Arlington's management and ownership is once again demonstrating a willingness to listen to its Distributors and Sales Representatives by returning to the more traditional service levels that were a hallmark of our company prior to the onset of the COVID-19 outbreak a few years ago.

Thank you for your business and for your continued support of Arlington!

*Don Ambrose*

Don Ambrose – National Sales Manager