



To our customers, a letter from our President:

With the order enacted by Governor DeWine yesterday (March 22, 2020) we wanted to let everyone know AE Door and Window Co. has been deemed an essential business. We will be here to serve you in any capacity as we navigate these times. Being deemed an essential business also means we are taking *extra* precautionary measures for the health and safety of our employees, as well as our customers. Social distancing, minimal person to person contact and enhanced cleaning and sanitation of our offices, fleet, and workforce are our #1 priority. We are vigorously following all of the CDC guidelines presented to us.

We must be here to ensure offices and buildings can be secured, food and other products can be delivered and received. If you are a homeowner with a broken door we can make sure you are back up and running in no time. Our sales staff can visit you in home, and our showrooms and parts departments will remain open. If you are not comfortable with in home visits we can also arrange sales meetings via video conference, and parts can be picked up curbside. We are doing everything we can to make sure everyone has the ability to continue to function and have a secure home and business.

If you need anything please don't hesitate to give us a call, Cincinnati 513-742-1984 Northern Kentucky 859-283-1984 and Eastgate 513-943-1984. You can also visit our website at www.aedoorsales.com. We have sales estimate request forms, as well as service request forms. Once you submit a rep from our office will reach out to you ASAP.

We will send out updates as needed and as the situation changes. Please visit our website and Facebook page for the most updated information on Covid-19 and what we are doing to help keep everyone safe.

A handwritten signature in black ink, appearing to read 'D. W. H.', is located at the bottom left of the page.