



Palmer Trucks

On the Road Since 1965

Corporate Headquarters
2843 S. Holt Rd. Indianapolis, IN 46241 | (800) 827 8421

March 24, 2020

To: State or local law enforcement and public health & safety officials
From: Jacob Nichols, Director of Corporate Operations

Re: Request for passage of employees performing essential activities

Please be informed that the bearer of this letter is employed at Palmer Trucks, Inc., headquartered at [2843 S. Holt Road Indianapolis, IN 46241]. Palmer Trucks, Inc. supplies commercial truck parts and repair services. Without these products and services, we risk seeing interruptions in the supply chain across the United States, due to trucks hauling critical goods and supplies being unable to reach their destination.

Because our products and services are critical to our region's direct response to the pandemic, we have determined that Palmer Trucks, Inc, and its operations across Indiana, Illinois, Ohio, and Kentucky, constitute an "Essential Business" as defined in the respective state's Stay-at-Home Orders, as well as, the memorandum issued by the United States Department of Homeland Security.

The employee in possession of this letter is essential to the basic operations of Palmer Trucks, Inc. All personnel not essential to basic operations have been asked to work remotely. All employees performing basic operations have been instructed to comply with social distancing requirements, and we can assure you that we are executing complete and rigorous protocols within our facilities, in order to minimize the risk of infection by COVID-19 as required by each state's respective Stay-at-Home Order, as well as, federal guidelines

Please do not hesitate to contact me at (317) 460 4782 or Tom Kapitan, Chief Operating Officer at (317) 714 5886, or Scott Nichols, President at (317) 697 6535 should you have any questions regarding this letter or our operations at Palmer Trucks, Inc.

Sincerely,

Jacob Nichols, Director of Corporate Operations
Palmer Trucks, Inc.

