## Example: Supplier Communication when Plant is Opening

Our plant will open Monday X. Limited production will start second shift Tuesday and a rolling resumption of production will continue to full product production on Thursday first shift.

Our latest crisis contact list can be found at the end of this message and we ask you to reciprocate with a similar, updated list for us if you have changes.

Immediately after this message, you will receive our orders and required delivery times which have been pre-agreed earlier with X.

We value certainty of supply, so if anything is changing, do please contact us immediately, so we can adapt our own plans if necessary.

It will be helpful to maintain our two-way channel, so that imminent changes by you are known quickly. Your contact for this is Miguel in Purchasing (and his back up is Nancy; see crisis contact list, later).

For any questions about our strategic and operational situation, do please contact the undersigned at any point.