March 5, 2020

At CDW, we continue to monitor the development of the coronavirus and the guidance being provided by the Centers for Disease Control (CDC) and the World Health Organization (WHO). We are striving to strike an appropriate balance between serving our customers, managing our business, and taking responsible steps to protect against the spread of the virus.

As the situation continues to evolve, we are working closely with our partners to manage our supply chain, understand the potential impact of production and delivery delays, and minimize the impact for our customers to the greatest extent possible. We are leveraging our distribution center capabilities to secure additional inventory to meet the needs of our customers. Our teams are working diligently to ensure that we inform you of any order fulfillment delays and potential alternatives as soon as possible.

Like other businesses, CDW is committed to protecting our customers, partners and coworkers from the spread of the virus. We are assessing all options and mitigation plans to best manage the current situation. As of the date of this letter, we have restricted all non-essential business travel for CDW coworkers for the remainder of March and will continue to evaluate as the situation evolves. Where travel is required for coworkers to best serve and support our customers, we will ensure that we are taking precautionary measures. We are actively educating our coworkers on how to prevent the spread of the virus in accordance with guidance from the CDC and the World Health Organization.

As our response and preparedness efforts are underway, we are committed to keeping both our customers and our coworkers at the center of our decisions and actions.

Thank you for your partnership.