



A NOVO Building Products Company

October 5, 2020

Dear Valued Customer:

Through the years, LJ Smith Stair Systems has grown. A few years ago, L.J. Smith's parent holding company rebranded itself as Novo Building Products. Because of this change and in order to streamline our reporting and business licenses, we are simplifying our corporate legal entity structure. This will not have an impact on the way we do business. Our invoices and product offering will remain the same, as will the support that you have come to know and trust.

As part of this simplification, the legal name for LJ Smith has changed from LJ Smith, LLC to Novo Manufacturing, LLC. Despite the change in legal name, the Company will continue to do business as LJ Smith Stair Systems and will continue to operate out of our existing locations. Our FEIN number will stay the same.

Our headquarters, corporate office, and remit to addresses will remain the same. For your convenience, we have included these below:

Headquarters Address (same):

LJ Smith Stair Systems
35280 Scio Bowerston Rd
Bowerston, OH 44695

Remit to Address (same):

LJ Smith Stair Systems
P.O. Box 775890
Chicago, IL 60677-5890

Corporate Office Address (same):

Novo Manufacturing, LLC dba. LJ Smith Stair Systems
8181 Logistic Drive
Zeeland, MI 49464

As always, we appreciate your business and our ongoing partnership. Please reach out to us should you have any questions regarding this name change or other aspects of our business.

Sincerely,

LJ Smith Stair Systems

A handwritten signature in black ink that reads "George R. Judd". The signature is written in a cursive style.

George Judd
Chief Executive Officer