



March 16, 2020

To our valued clients,

As the Coronavirus continues to have global impact, we wanted to reach out and inform you of the precautions we are taking to keep our employees and communities as safe as possible.

We have implemented several actions to ensure business continuity and we are completely prepared to provide you with uninterrupted support and service.

We operate in multiple geographically diverse offices. For quite some time we have been set up to work remotely and are now doing so for the safety of our employees.

Additionally, we have eliminated all non-essential travel to do our part to help to avoid transmission of this virus.

Thank you for your business and your partnership and know we are here for you during these challenging times.

Kristi Kennedy

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