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Dear Valued Customer,

We want you to know that we value you and your business and that health and safety remain our highest priority. We are all in this together, and we will get through this together. As a technology company, and essential business, we're here to help you and are currently operating under our normal business hours, Monday through Friday, from 8:00 AM to 5:00 PM.

We also understand that communications and technology need to quickly connect to keep businesses running during this crisis. We can help you with remote access for team members who must telecommute and still need integration with all data, in-office working staff, clients, applications, existing software and systems. This includes having your multifunction printing equipment work remotely or setting up home offices and/or printers.

All of our staff, whether working from the office or remotely, have been instructed to adhere to the recommended health and safety precautions from the United States Centers for Disease Control (CDC), in order to help contain the coronavirus pandemic. In addition to these measures, we have implemented the following procedures for all service, network and delivery personnel:

- Hands will be sanitized upon arrival to the customer's site, and nitrile disposable gloves will be worn for the duration of the visit.
- Cleaning and disinfecting of equipment surfaces with anti-bacterial wipes will be performed upon arrival to and departure from the customer's site.
- Any items used for the servicing of equipment and/or for the delivery and installation, will be removed by our personnel for disposal.

We are so grateful to our employees who are continuing to work hard to ensure minimum disruptions to your business while protecting the health and safety of all. Thank you for your patience and trust. Please contact us if we can be of any assistance to you. We have the technology and staff available.

Be safe and stay well,
Mark Champas
President