



Hello,

During this time of uncertainty, we wanted to reach out and let you know how Squibb Taylor is addressing the Covid-19 situation. Our primary focus during this time is the health and safety of our customers, employees and partners.

To that end, Squibb Taylor remains fully operational while adhering to government health regulations. We are taking steps to ensure that our office staff are following CDC guidelines of frequently washing hands, using hand sanitizer, wiping down the touch points, and keeping a social distance of at least 6 feet whenever possible.

We are also transitioning most of our office, customer service, sales personnel to work remotely. While we don't anticipate any problems with this process there may be an issue or two that may arise, we simply ask for your patience if this should occur, as we will be doing everything, we can to address any issues that arise.

We have also instructed our sales staff not to make any in-person visits with their customers.

In an abundance of caution, we want to make sure that both our clients and our employees are as safe as can be expected during this crisis. We hope that limiting in-person contact and adhering to proper personal hygiene protocols will help all of us get through this process with as little impact as possible.

Again, we greatly appreciate your patience and continued business during this time. If you have any questions or if there is anything, we can do to help during this period please let us know.

Regards,

Jay Potts
President
214-855-5860

