



Dear Valued Customers:

Many of you work for or run essential businesses. Some of you are facing the challenges of operating a business through an unprecedented global pandemic. None of us could have foreseen the scenarios we are now facing together. **Whatever scenario your business finds itself in today, we are open, and here to support you!**

As we continue to navigate the changing tides posed by Covid-19, our staff and customers remain a priority. We know work environments have changed, but our commitment to your business remains the same. ImageX has implemented several procedural changes to keep everyone safe and protected including:

- Shift schedules for employees to limit staff to under (10) employees per shift
- Strict adherence to CDC social distancing guidelines
- Cleaning service at the office each evening
- Cleaning of common area surfaces each morning
- Employees to wear masks and gloves for all customer deliveries and pickups
- Video meetings available to assist with any new document scanning projects, estimating, service issues, etc.
- Normal business hours still applicable

While we are focusing on our business operations, ensuring our staff is taken care of, and servicing our customers, we are also thinking of our community. To help support our neighbors in need, we donated handmade masks to the Reston Harris Teeter and we are delivering meals to Reston Hospital Center.

We wish you, and your family, safety and good health ahead.

Our best,

Management at ImageX

