



OPERATIONS NOTICE

As of 06/18/2021

We hope you and your family are well. XML continues to adjust branch office operations in response to the evolution of the COVID pandemic in accordance with local, state, and federal guidelines and recommendations.

Great care is taken to create a company infrastructure that enables our employees to continue to work safely and efficiently to support business operations and our clients' needs for whatever situation is presented.

- Our Rockville, Breckenridge and Falls Church branch offices are currently closed to walk-in traffic. Please contact your advisor to schedule in-person meetings.
- Employees are utilizing a flex schedule to work in the branch offices and process mail and package deliveries. Therefore, the processing of paperwork and checks physically received at branch offices could be delayed. Please contact us regarding time sensitive deposits and alternative methods or to set up ACH instructions. For security reasons, we advise you to contact us before sending courier packages (FedEx or UPS) and to discuss alternate options.
- All employees are able to work in a remote capacity. The phone lines continue to be covered during normal business hours.

Thank you and let us know if you have any questions.

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