



OPERATIONS NOTICE

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We hope you and your family are well. XML continues to evaluate and adjust branch office operations in response to the needs of our clients, employees and local conditions. Great care is taken to create a company infrastructure that enables our employees to continue to service our clients safely and efficiently 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 these branch offices could be delayed. Please contact us regarding time sensitive deposits 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.
- Employees have the option to work in a remote capacity.

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

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