



OPERATIONS NOTICE

We hope you and your family are well. We have taken great care to create a company infrastructure that enables us to serve our clients efficiently through whatever situation is presented and engage with talented employees without geographical limitations.

XML Headquarters:
6901 Rockledge Drive, Suite 730
Bethesda, MD 20817

- The XML Headquarters and Fort Washington, Pennsylvania offices will be open M - F, 9am – 5pm. Note, on Fridays between Memorial Day and Labor Day, the offices will be open from 9am- 4pm.
- The Breckenridge, Colorado and Falls Church, Virginia branch offices have an abbreviated schedule and are generally closed to walk in traffic. Therefore, the processing of paperwork and checks received at these locations could be delayed. Please contact us regarding time sensitive deposits or to set up ACH instructions.
- We also enable employees to conduct their work from outside these branch offices, subject to company policies and certain restrictions
- With all branch offices, please contact your financial professional to schedule in-person meetings and visits. We follow the NYSE holiday closing hours.

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

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6901 Rockledge Drive, Suite 730 | Bethesda, MD 20817 | **301.770.5234**

WWW.XMLFG.COM

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