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Nashville, TN 37210  
(615) 227-3112

March 24, 2020

### **M&M Lighting Supply Operational Procedures during the Coronavirus Pandemic**

The Nashville mayor, John Cooper, announced on Sunday afternoon that all non-essential businesses cease operation. M&M Lighting Supply does meet the basic essential requirements for day to day operation at this time.

We are all facing a global crisis that will impact each and every one of us over the next several months. It is imperative that everyone do their part practicing social distancing as well as individual isolation as much as possible. Our purpose today is communicating how we will operate over the next few weeks.

- Our business hours are 7:00 A.M. until 4:00 P.M. Monday through Friday.
- We are running delivery. We will call as we get near your facility so that we can coordinate a drop off spot. We can minimize contact in this way.
- You may pick product up daily during normal business hours. Please call 615-227-3112 so we can have the product waiting for you.
- We are running maintenance service calls but are trying to minimize our employee's exposure outside our office area. Outside work is not really an issue except when raining. We may choose not to do certain inside work during the Coronavirus pandemic.

Your health and safety as well as our employee's health and safety are vital as we transition through this crisis. We are available but with caution. Please be safe, cautious, and do your part to minimize the spread of the Coronavirus.

Thank you for your business! We value your relationship.

Sincerely,

Mark

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