



As states across the USA start to open up from the COVID-19 Executive Orders we wanted to provide you an update on how RMI is operating and able to serve you.

<u>First and foremost - RMI continues to be open for business and able to support your</u> <u>operations</u>!

## **RMI Operating Procedures:**

- We continue to follow CDC and local Health Department Guidelines to keep our employees safe.
- We continue to be at full staff & <u>all orders will be processed and shipped as usual</u>.
- Our employees will continue to work from home as much as possible. This will continue until it is safe for things to get back towards normal.
- The RMI Sales team will continue to reach out to you through phone and email while they stay off the road for a few more weeks. We have included their contact info. Please do not hesitate to contact them if you need anything!
- Please visit our newly redesigned website at <u>www.raymurray.com</u>. Sign up for access to our online catalog and feel free to place your orders online.
- Take advantage of RMI's online training opportunities! Since we can't be on the road, we are using this period to offer some great online training classes. Please feel free to join one of our Coffee Talk online training sessions or join in on our Tech Tuesdays. For more details contact your RMI rep or visit our website under *Training & Educational Resources*.
- Our pick-up counters will be closed to all face-to-face in-person traffic. Pick-up customers may come to our warehouses, but we ask you to call ahead with your order and do not enter our building. When you arrive at our warehouse, you can call 800-243-5044 and we will bring your order out to your vehicle.

**We appreciate your patience and understanding** as we try to keep our employees and our customers as safe as possible. As always, thank you for your business and we look forward to serving you well into the future!

Thank you!



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