

# MODERN BUSINESS EQUIPMENT LTD.

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## Message to our Valued Customers – COVID-19 Coronavirus

At Modern Business Equipment Limited we take our commitment to our customers and our community very seriously. We know our customers depend on us; especially during difficult times. While we remain open, we are practicing physical distancing and will only come to your office with equipment, service provision, or supplies if you request it.

We recognize that many of you have had to adapt your work flow and are now working from home. To assist you in this, please call us if you need a print or scanning device to use at home. We can make a loaner available to you or assist you with any IT advice you may require while you are away from the office.

At Modern, we are closely monitoring the developments and information available on the coronavirus and will continue to implement the recommendations of the CDC and government authorities. We are taking proactive measures to ensure the health and wellness of our customers, employees, and the communities in which we operate. Here are some of the steps we have taken:

- Provide employees with guidelines to follow that prevent the spread of the coronavirus; including proper handwashing and hygiene.
- Encouraging staff to stay home if they are sick.
- Review and reinforce the importance of physical distancing in all environments

**{Please call us or email us if you need our help with a temporary measure to print, copy, fax or scan from home}.**

Call : (709)579-2147

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