



GriffinWink Advertising is committed to maintaining a safe and healthy workplace for our employees and are closely monitoring COVID-19 developments.

With the recent government mandated restrictions, GriffinWink's physical Albuquerque office will be closed until April 10, barring any extensions to this restriction. Prior to current restrictions and CDC recommendations, GriffinWink had already begun developing a remote infrastructure and processes for our team to have a safe, productive, and collaborative work environment from home, if they so desired. These protocols have now been implemented in full, allowing our Agency and all of our processes to move forward without delay as we transition to a full telecommuting business model.

GriffinWink Advertising's commitment is to continue to provide you with high quality service in a timely manner. We strive to achieve this with dedicated and informed consultation during these unprecedented times.

Our continuing action:

- Reviewing and sharing the latest insights and advice from the World Health Org, Centers for Disease Control, our insurance companies, and local governments with our teams to prepare them to respond quickly as this situation changes.
- Monitoring current local response and impacts in all communities where we operate, so that we are ready for any impact on your businesses so we may respond appropriately.
- Facilitation of client and prospective business meetings through our online streaming platform.

During this difficult time, we want you to know that your business and your support means a great deal to us. We value your trust, and everyone at GriffinWink is committed to delivering the reliable support and consultation that you need and expect. Originally founded in 1953, our company is built to last and here to help you grow.

Sincerely,

A handwritten signature in red ink that reads "Brian Wink".

Brian Wink
President

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