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To: All MTA Sales Personnel

Bulletin: Number 84 MTA

Fr: Steve Breslin
National Sales Manager - Machine Tool Accessories

Date: June 2020

Subject: COVID-19 Pandemic Information Update

Our production facility is continuing to operate at full capacity. However, in an effort to lessen the possibility of spreading the virus, we have made the following changes since our last communication for our front office personnel. Several employees/departments will continue to work from home where possible. Until further notice, our Customer Service Group (as well as other various departments and personnel including, but not limited to, A/R and A/P) will be in the office from 8:00 AM until 5:00 PM Eastern Time Monday through Thursday. On Fridays, the switchboard will automatically forward all incoming calls directly to John Jennings and he or the appropriate personnel will assist you with your needs. I will also be monitoring the email box for mtasales@lexairinc.com and responding to inquiries there. You may also send me a request to the email address below if you prefer.

As always, if you have any questions or need further assistance, please feel free to contact me.

Sincerely,

Steve Breslin
National Sales Manager – Machine Tool Accessories
Lexair, Inc.

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