



UPDATE March 23, 2020

As you are probably aware, earlier today Maryland Governor Larry Hogan issued a “Closing of all Non-Essential Businesses” as of 5PM this evening. I am happy to report that FORMost is exempt from the order, falling into the categories of **“Mail Service and Mail Management Companies”** as well as **“Warehouse and Distribution Companies”**.

As previously informed last week, FORMost is currently operating under a “work-from-home” policy for all non-production-floor essential employees. We are doing our best to limit the number of employees in the office, on the production floor and in the warehouse, to minimize the risk to any employee, supplier, production partner or client who visits our Gaithersburg location.

We want you to know that our commitment to you during this time has never been stronger. We want to reassure our clients and suppliers alike, that we have measures in place to continue to operate in as much of a normal business atmosphere as possible, and we foresee minimal impact on producing and delivering your orders on schedule.

Office and Production Hours

FORMost will continue to operate a full schedule of **8AM – 5:30PM, Monday thru Friday**. FORMost will continue to operate at full production capacity for all printing, mailing and warehouse work.

Please feel free to contact your Sales Rep or Customer Service Rep if you would like additional information regarding our current situation or if you would like a copy of our **COVID-19 Emergency Contingency Plan**.



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