# ATTENTION: All Total Door Distributors/Reps

# DATE: May 14, 2020

# REGARDING: TDS Back to Work May 18th

Dear Total Door Distributors and Reps:

As we anticipate a progressive lifting of stay at home orders in the coming weeks, we wanted to let you know we are taking measures to ensure the safety and wellness of our team, and yours.

Our internal and risk management team has engineered new systems and processes that provide a safe environment for our staff, as well as our vendors and customers. We take these new systems very seriously and are implementing them in a way that we know will be sustainable and easy to adopt as habitual.

Total Door Systems’ office and support staff have worked remotely throughout the shutdown to support our customers. Orders are being accepted and scheduled according to **our return to work date of May 18th**. While we have prioritized critical orders, if you have any specific questions or needs please do not hesitate to reach out to any member of our team.

Working through this extraordinary time has made us appreciate the strength of our team and of working together. We have your back now, and in the weeks and years to come.

Patricia Yulkowski

CEO/President