



Dear valued clients and Partners

As the spread of COVID-19 continues globally, Metro International Trade services LLC. is monitoring the situation in all our Global locations. We are committed to continue providing services for our clients and with our partners to ensure all business processes continue to function during the Novel Covid-19 pandemic that is affecting the Globe. Communication will be consistent to ensure that notice is given if there are any foreseeable interruptions to any business processes.

Our management team is closely monitoring and following all guidelines set forth by the Centers for Disease control and Preventions (CDC), the World Health Organization along with all local and state governments for updates to the situation. Metro has educated their employees with information necessary on “how to stop the spread of the virus” and all warehouses and offices have been provided the necessary cleaning supplies to also prevent the spread of the virus. We have begun to implement the processes necessary to have office personnel work remotely if a localized outbreak were to occur. Warehouse personnel will alternate between warehouses to assist with any additional staff needs at any given time. The only circumstance that would prevent the warehouse from its ability to function properly would be if there was a governmental mandate at which point clients and partners would be immediately notified. Our customers, partners and staff are valued and critical to our business and our top priority is that all remain safe and healthy.

Regards,

Metro Management.

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