



WILLIAM JACOB[®] MANAGEMENT

To our clients and friends,

With the impact of the novel coronavirus (COVID-19) disrupting so much of our daily lives, we want to assure our clients that William Jacob Management, Inc. (WJM) is prepared to continue providing everyone with the service and support they expect throughout the duration of this public health crisis. Following Hurricane Harvey in 2017, WJM put in place a continuity plan that assured our company would provide reliable and uninterrupted service to all of our worldwide clients. Our system has allowed many of our employees to work from home on a full or part-time basis since we implemented it in the fall of 2017 in the aftermath of Harvey. This system has been utilized by our “at home” staff members over the last 2 ½ years to provide support to a number of our clients. We have learned a lot during this time and have made many improvements in order to make our system more robust. As a result of the impact of COVID-19, our entire staff is now utilizing our existing system and all of our operations are taking place with no interruption and are totally secure.

WJM’s first priority is the health and safety of our employees, clients, and business partners. We wish everyone well during this troublesome time. But beyond that, we also know how important reliable service is to you, now more than ever. We truly hope that the challenges we are facing together, as business partners and friends, diminish over the short term for us all. WJM will maintain best practices for project management and engineering throughout the duration of this event.

I appreciate your business and never take it for granted. Our WJM team is fully committed to assisting our clients in any way we can during this time. We look forward to the opportunity to continue to work with all of our clients. If WJM can support you or your team and the projects they are executing please do not hesitate to contact me directly.

We look forward to continuing to serve you and we wish safety and good health to everyone.

Best regards,

Michael P. Duffy

President