



Clients, Consultants, and Business Colleagues:

I wanted to update you on our business operations. In reaction to the virus' spread, we felt it was important to place a priority on the safety and well-being of our employees. As such, effective March 13, 2020, WaCap instituted a work-from-home policy for our employees.

Concurrent with our work-from-home policy, WaCap implemented our Business Continuity Plan. Our Plan allows all employees, including our branch office locations, remote access to all business-critical systems and files. Furthermore, the Plan provides the necessary infrastructure for WaCap to maintain its normal business operations. In short, all our firm's teams can communicate, collaborate and conduct business as they could in a normal operating environment.

Please feel free to contact us with questions or concerns. You can find team member contact information at <https://www.wa-cap.com/people/>. Alternatively, messages left in the general voicemail at 206-382-0825 will be routed to the appropriate person as will emails to info@wa-cap.com.

We wish the best to you and your families during this time.

Sincerely,

A handwritten signature in blue ink that reads 'Cory Carlson'.

Cory Carlson
President and CEO