



March 23, 2020

Dear Clients of Viva Capital Funding,

Our thoughts and prayers are with every person and business impacted by the COVID-19 virus. We at Viva Capital are committed to doing everything we can to help during these troubling times.

Currently, our office remains open during regular business hours. To minimize contact and exposure for our clients and our staff, we have implemented the following policies:

- Our lobby is closed to non-staff traffic; should you feel the need for an in-person meeting, please contact your account manager to schedule an appointment
- We encourage all clients to email funding requests and invoices to their account manager and request electronic payment (wire or ACH)
 - If you do require a physical check, please let your account manager know when you arrive so that they can have your check ready for you at the front desk

Should you have any questions or concerns regarding Viva Capital's response to COVID-19, please do not hesitate to contact your account manager. We are proud to be able to continue to serve our clients during this difficult time.

Thank you,

Viva Capital Funding

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