

# A MASK IS REQUIRED TO ENTER!

**DUE TO RECENT INCREASE IN CORONAVIRUS OUTBREAKS IN OUR AREA, WE ASK THAT YOU WEAR A MASK BEFORE ENTERING THE OFFICE! IF YOU DO NOT HAVE A MASK, PLEASE CALL US OR KNOCK ON THE DOOR AND WE WILL ATTEMPT TO PROVIDE ANY SERVICE NEEDS. WE APPRECIATE YOUR COOPERATION IN THIS MATTER. WE ARE ACTING OUT OF CAUTION FOR THE HEALTH AND SAFETY OF YOU, OUR STAFF AND OUR FAMILIES AT HOME. THANK YOU FOR YOUR UNDERSTANDING.**

- We will be open but do ask you to help us in limiting any potential exposure for both you and for our staff. If you do have flu-like symptoms, cough and/or shortness of breath, please call us in lieu of coming to the office. Stay home if you are sick or have been exposed.
- Most all answers, payments, policy reviews, coverage changes, claims and other issues can be resolved over the phone 828-439-9001 or via email [admin@milestoneins.net](mailto:admin@milestoneins.net). We can send documents for electronic signature via email that can be completed quickly, simply and minimize the risk of exposure for all. Quotes and new policies can all be done over the phone or email and completed electronically also.
- If you do have to visit the office, we would prefer that you call us in advance and schedule an appointment if needed. We may have limited staff availability at times during the next several weeks ahead.
- Cover coughs and sneezes while in the office.

Again, we encourage you to pay premiums online or call in your payment if at all possible. We hope that you will understand and respect our decision to keep our staff safe and healthy and our interest in protecting your health as well. We sincerely thank you for your business and your understanding during this uncertain time.

Hours 9 A.M. – 5 P.M. - MONDAY – FRIDAY  
MILESTONE INSURANCE  
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