**NO-CONTACT DELIVERY POLICY** DATE

Dear Customers and Friends -

In order to help ensure the health of our staff and of our community at large, we now have a no-contact delivery policy. Here's what that means:

• We will be dropping deliveries outside of customer facilities in order to minimize our drivers' contact with public surfaces.

• We will no longer require a customer signature at delivery. We will leave the customer copy of the invoice with the delivered boxes.

• Our driver will call the customer contact number to notify the customer that an order has been delivered.

• If there is any issue with a delivered order, we ask that the customer email us at

yourbusiness@xxx.com to resolve the issue.

In order to help this system run smoothly:

• Please make sure we have the right phone number on file for our drivers to use.

• Please do not ask our drivers to enter your facility.

• Please let us know if you have specific directions regarding where to leave deliveries outside your facility.

Thank you for helping us make this transition smoothly!

*Your Business/Name/Contact Info*