



Dear Valued Customers and Community,

We want to assure you that we take the health and well-being of our community, customers, and employees very seriously. Like you, we're closely monitoring the quickly developing effects of the Coronavirus (COVID-19) pandemic.

To help prevent the spread of COVID-19, we have implemented some additional precautions and made changes to our standard daily operations. At this time we are still open and operating on our normal business hours of Monday - Friday 7:00- 3:00.

In an effort to protect our employees and our customers during this stressful time, we are accepting phone/email orders as well as payments for deliveries. Upon delivery, our employees have been instructed to maintain a safe distance from the customers while receiving instructions for their load. Additionally, we have waived the need to have tickets/receipts signed upon delivery as an extra precaution for everyone's health and safety. All phone or internet payment receipts will be sent to you via email or text.

We continue to follow strict guidelines in our office to ensure that all areas are frequently cleaned and thoroughly sanitized throughout the day. We hope that everyone understands that our employees have been instructed not to shake hands with customers or salespeople that may come in and to also maintain a safe distance. They are required to wash their hands and use hand sanitizer frequently during the day.

Finally, out of extreme caution, we ask that anyone that is feeling ill please refrain from coming into our sales office. Our staff will be more than happy to assist you with your needs over the phone for the safety of everyone and in an effort to prevent the spread of this virus.

We are all in this together. We will continue to monitor the COVID-19 situation and will follow guidance from public health officials and government agencies, so we can continue to support our customers and communities as needed.

On behalf of our entire team we want for everyone to stay safe, healthy and optimistic during this trying time.

Sincerely,

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