**Alta Curbside Parts Pick-up**

For both your protection as well as that of our customers, we are asking that you please encourage our parts customers to utilize either direct shipments or curbside pickup for orders.  Recommended procedures:

* **Customer on phone**:  Ask them to please call the Parts Department when they have arrived or are on their way for pickup and you will bring the items out to them.  Provide the customer with a direct number to call if possible.
* **Customer in building for order or pickup**:  Encourage them to, next time, please take advantage of our curbside pickup offering.  Consider having a few printouts of the below curbside pickup notice available to hand out to the customer at that time.

Please print the below curbside pickup notice for display at each entry.  Additionally, please include the below curbside pickup notice text within the email signature of your parts personnel.  Attached to this email are instructions for updating your email signature.

**Curbside Parts Pickup Notice**

In the interest of customer and employee safety, we are offering **curbside parts pickup** at all branch locations.  Please call your local parts department either upon arrival or in advance with your estimated pickup time and we will arrange to bring your parts out to you.  For special situations requiring you to come into our buildings, we ask that you please maintain a distance of 6 feet from others per CDC recommendations.