



March 16, 2020

To **OUR** valued clients,

Re Covid-19 the Coronavirus

We are closely following all guidelines and recommendations laid forth by the Center for Disease Control (CDC), the World Health Organization (WHO) and other national and local government organizations. We are taking several immediate actions to protect our employees and customers while also providing quality service.

We here at BEST DELIVERY LLC are committed to helping all clients at all times. However, at certain times we must make some of our clients a higher priority than others.

Best Delivery LLC has always had a large medical client base. We service many hospitals, medical centers, and medical supply companies. We are PART of the medical logistics supply chain.

At this time (until further notice) **All Medical Related clients will take 1st priority**. This means that orders, shipments, and deliveries for NON Medical related clients may have a slight delay. If your order, shipment, and delivery, is delayed for any reason... the manager on your account will notify you of this delay.

We will also be adopting the following safety measures.

1. NO MORE signing of tablets. Customers will be asked their name and the driver will enter it.
2. Our facility is NOW closed to NON-employees.
3. Our employees will be issued Safety Kits with soap/sanitizer/gloves.
4. All facilities will be disinfected with a focus of High touch areas both at the start and end of each day.
5. All Vendors and Visitors MUST request a meeting Before coming to Best Delivery LLC and fill out a pre-visit questionnaire.
6. In-person meetings will be suspended.
7. Some managers will be working a split shift from HOME.
8. Any employees with any symptoms will be asked to stay home.

Thank you, our customers, for being the most important part of Best Delivery LLC. We are committed to the safety of you and your families, and providing you with the service you need during these times

We appreciate your business and look forward to continuing to serve you.

Please take care of yourselves and each other. Together we will get through this and be better for it.

Sincerely

The entire team at Best Delivery LLC

Still Simply The Best

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