



Valued Customer,

During this challenging time, we want to reassure you that the safety of our associates, customers and communities is our top priority. We know you rely on us to continue delivering the products you need to keep your jobs moving and your people working, and we remain committed to delivering our materials to you in a safe and responsible way.

We are adhering to CDC and Government guidelines to promote social distancing and safety. We have introduced contactless deliveries, having our drivers avoid shaking hands, taking delivery photos in lieu of signatures and adhering to the 6 feet social distancing recommendations. Our Project Management team will send electronic copies of delivery tickets to your field staff rather than requiring delivery signatures to limit the chance of hand offs and physical contact. Our office, yard, and warehouse layouts allow us to continue delivering material while keeping the prescribed social distance.

Many of the services you receive while visiting our office can be done by phone or online and we ask that you make these your primary method for doing business right now. We are trying to minimize foot traffic into our office where possible and in some instances, you may find adjusted operating hours.

If you do need to visit our office, please know that we have increased the frequency of cleanings so that we are disinfecting surfaces throughout the day, in addition to having the offices cleaned thoroughly at night, to keep our facilities clean and safe. Before any visit, please call to schedule and wait for approval.

We appreciate your cooperation as we work together during this unique time. We will continue to keep you updated. Thank you for your continued partnership.

Sincerely,

Gregory Gold

Gregory Gold
President and General Manager
Alco Doors, LLC