



PALMER
Packaging Inc.

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To Our Valued Customers,

Palmer Packaging remains committed to providing valuable goods and services to our customers. Although we are a vital link in the supply chain, we have a responsibility to remain as safe as possible. Therefore, effective immediately Palmer Packaging will try to limit the amount of paperwork passing from one person to another. We have created two scenarios in which our drivers will make deliveries. However, our driver will decide which method or combination of methods works best for them. Also, we ask that all customers respect the recommendations of the CDC. If a Palmer Packaging employee does not feel safe based on those recommendations, we will not make the delivery.

Scenario 1

The customer will have to pull the “customer copy” of the delivery receipt off the skid or our driver will hand the “customer copy” of the delivery receipt to the customer. The customer will sign and print their name as well. Our driver will not touch the paperwork again. Our driver will have the customer set it down. Our driver will take a picture with their phone of the signed receipt. Our driver will keep the “driver copy” and write down who signed for the product on the “driver copy.”

Scenario 2

Palmer Packaging will place the customer copy of the delivery receipt on the skid itself. Our driver may or may not enter the customer’s building. We will call the customer or tell them to remove the skids of their product. We ask that the customer email a signed copy to sharonm@palmerpackaging.com. Our driver will ask for the person’s name and write it on the “driver copy.” Once the delivery is made, the driver must inspect their truck to make sure the proper pallets were taken off the truck. In the event that a signed copy is not emailed, Palmer will use our “driver copy” with the printed name as proof of delivery.

As this pandemic is ever evolving, we will continue to evolve with it. Should anyone have any question please do not hesitate to ask.

Thank you

Tim Ferroli

COO

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