



Date: March 31, 2020

To: Corporate Account Customers

From: Dan Ceko, Treasurer and Corporate Counsel

Re: Proof of Delivery- Change in Protocol

Public health circumstances require action be taken to support social distancing efforts while continuing to provide goods and services to our valued customers. In an abundance of caution, and to ensure the safety of our employees and that of our customers, NETWORK will begin to adopt no contact delivery practices that will remain in effect for the foreseeable future.

This safety measure will impact a driver's ability to obtain signed proof of delivery at the time of delivery. As an alternative to standard POD processes, NETWORK has provided drivers the following options to provide proof of delivery as necessary. (Option deployed is dependent upon local distributor system capabilities.)

1. While maintaining social distancing, driver asks receiving person's name and records on the delivery document.
2. Driver receives text or email from dock personnel before leaving the dock area.
3. Driver takes video or photos of products and/or receiving person and the photos are maintained with the delivery document.

If your organization has concerns regarding this method of delivery documentation, please contact your NETWORK customer service representative for further discussion.

Thank you for your support.

