



April 15, 2020

Dear Valued Customers,

Acme Paper is committed to protecting the continued good health of our employees, customers, and their families during these unprecedented circumstances. As an added measure of protection to our drivers, who are currently equipped with sanitizing products for themselves and their equipment, Acme Paper will implement the following policy change for deliveries.

Starting on Friday, April 18, 2020, in order to help further protect our employees, for all deliveries to restaurants, hospitals and nursing homes or any other type of business, Acme Paper drivers will no longer enter the customers' buildings or facilities. All products will be dropped off at the loading dock or receiving door where it can be inspected.

These products **do not** have to be signed for. Acme drivers will keep a 6-foot distance whenever possible between themselves and the customer while the customer inspects the product. After the customer is finished counting or inspecting, our driver will get the name of the person who inspected the delivery, write it on our copy of the invoice, and leave the premises.

Should there be inclement weather during the delivery, the drivers will place the delivery just inside the door entrance only. Dock deliveries will be treated the same if there are open aired docks; the pallets will be placed just inside the doorway. We are hoping this policy will be a temporary policy, so we will take it one week at a time and adjust as recommended.

Thank you and please stay safe!

Sincerely,

Ron Attman
CEO
Acme Paper & Supply