



To Our Valued Clientele & Vendors,

Hanford Lumber remains vigilant and continues to take enhanced precautions to maintain a safe environment for our staff, clientele, and vendors. Hanford adheres to all Ministry of Health's workplace safety guidelines such as screening, masking, promoting physical distancing, increased sanitization, and plexiglass barriers.

Please note the following:

- **CALLING TO PLACE ORDERS PRIOR TO ARRIVAL AND CURB-SIDE PICK UP** has worked well and will remain in effect.
- **MASKS WILL REMAIN REQUIRED AT ALL TIMES IN THE YARD AND OFFICE.**
- Customers will now be permitted to arrange for scheduled payments by credit card in our showroom by appointment only with screening, hand sanitization upon entry, distancing, and masking protocols in place. Other payment options include electronic funds transfer, certified cheque and or money draft.
- In addition, we will now safely provide customers with shipping copies and purchase receipts upon request only at the time of pick up or delivery of orders. Please note we still omit the requirement of signatures for contactless pick up and or delivery confirmation but will require the first and last name of the receiver to be printed on the bill.

Please be assured Hanford will continue to closely monitor the situation and make changes as necessary as our clients, vendors and employees' safety is our priority.

Our hours of operation until further notice are as follows:

Sales Desk - Monday to Friday 7:00 am to 5:00 pm

Lumber Yard - Monday to Friday 7:00 am to 4:00 pm.

sales@hanfordlumber.com

<https://www.hanfordlumber.com/covid-screening/>

Thank you for your continued patience, understanding and patronage.