



Date: _____

Dear Valued Customer:

Given the current National Emergency issued by the United States Federal Government regarding COVID-19, we are offering an additional delivery option to our customers.

Our goal is to provide the same service we have always strived to provide, but also reduce the possibility of exposure to all individuals involved in the transportation environment.

If you prefer **not** to have someone present at the time of pickup or delivery of your shipments, you may choose the following option. We will accept this signed letter for our files allowing our driver to pick up or deliver your freight without a signature. The driver will notate the name of the receiving person on the bill of lading or delivery receipt and upload that name into our system. (Please note that our driver will make all notations on the delivery receipt in regard to any overage, shortage and/or damage. Any notations made after the fact will NOT be the liability of US Special Delivery.)

Our drivers strive to safely deliver all of their freight on a daily basis in a timely manner. Given the current circumstances, we are extending this additional service to you.

Company Name (Printed)

Date

Authorizing Individual Name (Printed)

Authorizing Individual Signature

US Special Delivery Representative

Date