



MINOT LUMBER & HARDWARE, INC

204 – 20th Ave. SE • PO Box 1147

Minot, ND 58702-1147

Phone: 701-852-3151 • Fax: 701-839-1230

3/24/2020

To Our Valued Customers:

During the next few weeks to possibly a few months we are modifying how we are staffing the office and making safety changes to everyday work. The following are the changes effective today.

Staff and Customer Contact: We are making every effort to conduct business over the phone or e-mail. Also, where practical, staff will be working from home on a rotating basis. Please call our main number at 701-852-3151 and you will be put you in touch with someone who can assist you.

All Pickup and Will Call Orders: We will ask for an estimated arrival time and have the order pulled prior to your arrival when possible. Customers are asked to stay in the vehicle and we will load them. Call the number above when you arrive and you will be directed as to where to go.

Deliveries: We will avoid contact with customers, framers, subcontractors. Rather than signatures, we will be taking pictures as proof of delivery when needed.

Truck/Delivery Drivers: Will be wearing clean gloves to the extent possible.

Meetings: Meetings are limited to 4 people max to maintain a 6' social comfort zone. After each meeting, extra sanitizing will occur.

General: Extra sanitizing is being done throughout the day.

Thank you for your understanding during this unusual time.

Brenda Berntson
General Manager