



March 25, 2020

Subject: Shipping policy update

Dear Valued Customer:

Even during these challenging times, Cleaning Systems, Inc. is dedicated to providing on-time shipments to our customers. We believe it is more important than ever to provide uninterrupted support to all our customers in the coming weeks and months.

As many states begin to enact Safer at Home and Essential Business policies, our freight providers have begun to request/require that we provide more information regarding our shipments into restricted areas. The freight companies have informed us that they will require written confirmation at time of pick up that the consignee is open for business.

To that end, CSI (the shipper) requires a written confirmation that the consignee (the customer) will be open for business to receive shipments through the duration of these government regulation actions. Please note that if the freight company arrives and the consignee is closed or unable/unwilling to receive delivery, the shipment will be returned to sender, at the cost of the consignee.

Please sign and return this form to CSI at customerservice@cleaningsystemsinc.com as confirmation that your business understands and accepts this shipping policy update.

Distributor/Customer

By: _____

Title: _____

Company: _____

Date: _____