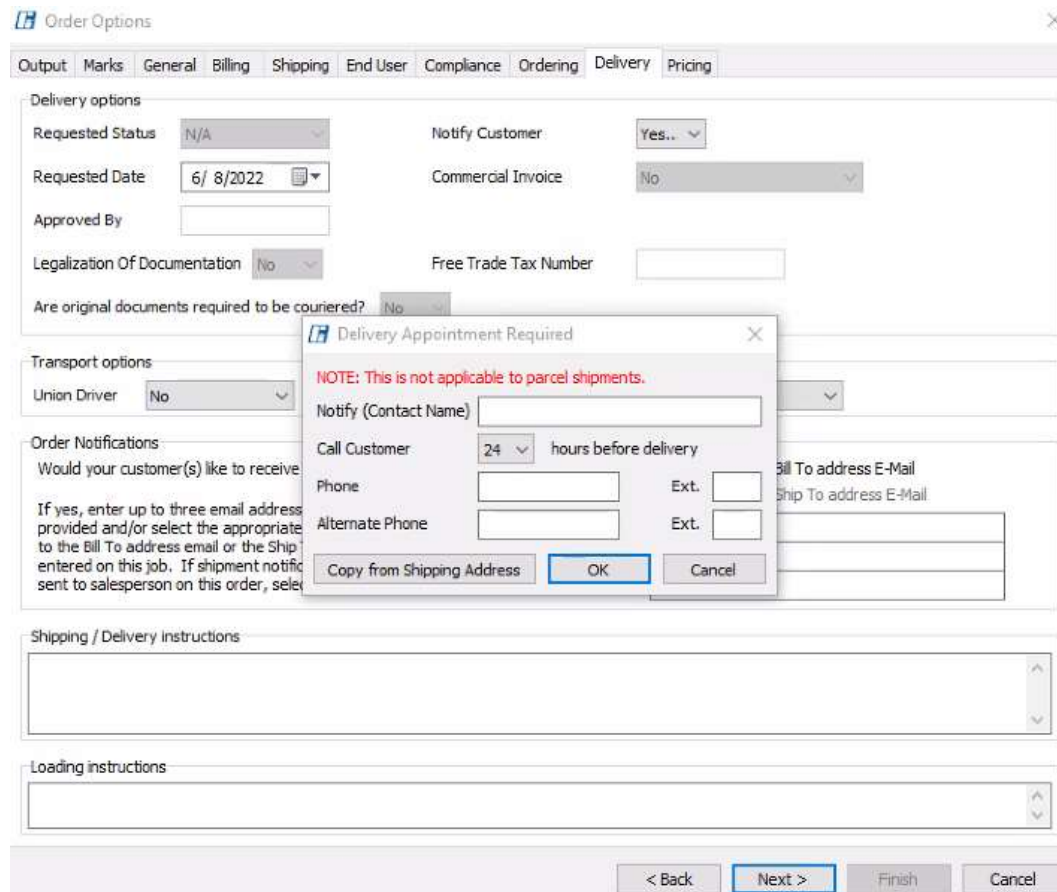


TO: All Greenheck Representatives
FROM: Sue Wirkus
Manager, Customer Care Team
DATE: June 20, 2022
SUBJECT: Customer Information Reminder



Double Check to Avoid Delivery Delays

When providing the “Notify Customer” information on your order, please make sure that the contact information and phone number are correct and accurate to avoid delivery delays.



The screenshot shows the 'Order Options' window with the 'Delivery' tab selected. The 'Delivery options' section includes fields for 'Requested Status' (N/A), 'Requested Date' (6/8/2022), 'Approved By', 'Legalization Of Documentation' (No), and 'Are original documents required to be couriered?' (No). The 'Notify Customer' field is set to 'Yes..'. The 'Commercial Invoice' field is set to 'No'. The 'Free Trade Tax Number' field is empty. The 'Transport options' section includes 'Union Driver' (No). The 'Order Notifications' section includes 'Would your customer(s) like to receive' and 'If yes, enter up to three email address provided and/or select the appropriate to the Bill To address email or the Ship entered on this job. If shipment notific sent to salesperson on this order, sele'. The 'Delivery Appointment Required' dialog box is open, showing a 'NOTE: This is not applicable to parcel shipments.' and fields for 'Notify (Contact Name)', 'Call Customer' (24 hours before delivery), 'Phone', 'Ext.', and 'Alternate Phone'. The 'Copy from Shipping Address' button is highlighted. The 'Shipping / Delivery instructions' and 'Loading instructions' sections are empty. The bottom navigation bar includes '< Back', 'Next >', 'Finish', and 'Cancel' buttons.