

PLEASE READ!

Our current policy regarding "Stopping The Spread"

PLEASE make sure all of your employees are aware of these instructions.

- 1.) No visitors are allowed to enter our facilities and staff are being asked to limit themselves to only scheduled hours, assigned work spaces and away from common areas. We have also reduced our seasonal staff as much as possible.
- 2.) Pickup orders must be placed ahead of time. When you arrive, please park along the driveway at a safe distance. On nice weather days, we may leave your order outside beforehand with your cart code. On inclement days, we ask you to call either of the numbers posted (or the main farm number). We will bring your order out for you. PLEASE DO NOT rush the door and please maintain at least 6' distance. Pick ups are self-load, outdoors only.
- 3.) Deliveries will be unloaded by our drivers for you outside only. They may not enter your facilities. They will call you when they arrive for your instruction. If you do not want drivers to unload, they will remove the carts for you and stay by the truck and wait for you to unload. **Either our driver or you/your employees can unload carts (your choice), but not both.** You are not allowed to enter the truck. Please return the carts to them so they may reload.
- 4.) **No hardcopy paperwork** of any type will be changing hands. You do not need to sign for your order, but we do ask for verbal or written communication that your order was accepted after you have checked it. You may use your order confirmation to check in your order. If you have any problem with items please call our main number at 203-393-1383 or email us and we will handle it.
- 5.) Payments: We will email, fax or mail your invoice, based on your preference. If you would like to pay online, we will also mail you an invoice from Quickbooks Online which you can pay via credit or debit card, or with bank account information. (Please look for the email subject line "Quickbooks Online Payable Invoice" with the link.) If you prefer to send a check via mail or call us with a credit card, that is fine as well. If you are COD, your order must be pre-paid before we ship. If you have credit terms, the invoice will be sent after.

We are doing our best to adjust to everything as quickly as possible and keep updated on the changes. Thank you for your patience and understanding!