



## COVID-19: New Protocol - Signing for Marchington Stone Deliveries

18<sup>th</sup> March 2020

Dear Customer,

In light of the most recent government advice regarding COVID-19, we have changed our process for the signing of delivery tickets.

Once you or your responsible person on site have verbally accepted the delivery, the Driver will not hand the ticket book over for signature, instead they will clearly print the name of the person accepting the delivery and then sign their own name on your behalf.

If you still wish to receive a copy of the ticket on site (which is the 2<sup>nd</sup> copy down in our book), this can be passed to you without making physical contact and many of our hauliers will not need to get out of the cab at all on site.

If you do not want a physical copy of the ticket to be left on site, we ask that you either photograph it or ensure that you make a note of the following 5 details on your Material Received Sheets in order to prevent any future queries.

Date  
Ticket No.  
Product  
Weight  
Vehicle Registration Number

Proof of Delivery tickets will be provided with your invoices in the usual way.

Any signatures that are captured on an electronic device will be signed for in the same way.

Our system and audit trail remain unaltered and we assure you that we will maintain full traceability of all of the products we deliver.

We thank you for your cooperation and assure you that we will continue to monitor government health guidance and inform you in the event of any further changes.

If you have any queries or concerns during this time please do not hesitate to contact a member of our team at [data@marchington.net](mailto:data@marchington.net) or by calling 01663 765000.