



April 2020

## **Information about the delivery of goods**

Due to the Coronavirus SARS-CoV-2, we are obliged to take special precautions and therefore it is currently no longer possible for outsiders to enter our company premises.

Please inform your drivers that goods will only be unloaded outside at the goods receiving points and that from now on no delivery notes can be accepted and signed.

Please send the delivery notes in advance in the morning by e-mail to our contact details of the respective Hadra branch office indicated in the order.

We ask you to follow the following procedures for deliveries:

- Supplier reports to our goods receiving department by telephone at the location of the respective hadra branch
- Supplier untightens and loosens the load and then sits back in the vehicle
- Employees of the company Hanseatischer Drahthandel GmbH unload the cargo
- Supplier leaves after complete unloading.

The distance of 2 m to other persons should be kept as far as possible!

If you have any questions left please feel free to contact us at any time.

Thank you for your understanding and cooperation.

With kind regards

Hanseatischer Drahthandel GmbH