

**As we all deal with the complexities of COVID19, we are taking measures to distance ourselves as much as we can to minimize the risk for our employees and customers while still providing a high level of service by implementing several safeguards.**

**Please use the following guidelines to ensure that we are able to do everything possible to safeguard your health and that of our valued employees:**

**Communication should be done via telephone or email**

**Big Valley Milling Office: 320-269-8854 bigvalleymilling@gmail.com**

**Customer pickup and deliveries:**

- \* Please call in your order.**
- \* Driver must remain in vehicle while product is loaded.**
- \* Invoices/Purchase Orders will be brought out to the vehicle by Big Valley Milling staff or sent electronically if requested.**

**Vendor Receiving:**

- \* Call to alert staff of your presence.**
- \* Follow instructions given for unloading.**
- \* Big Valley Milling staff will unload pallet(s)/product.**
- \* Upon completion of unloading, you will be informed by staff when you are free to pull away and secure your trailer.**

**WE APPRECIATE YOUR PATIENCE AND UNDERSTANDING AS WE TAKE PRECAUTIONS TO PROTECT THE HEALTH AND WELL-BEING OF OUR EMPLOYEES, CUSTOMERS AND COMMUNITIES. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL.**