



May 11, 2020

To all our valued UPP customers;

We have been working at streamlining our internal processes while we have been under this quarantine the last month and a half. Working in advance has many benefits and gives our staff so much room for flexibility and addressing all our customers' concerns. We are now working on our private label/special mix sector.

We would like to communicate a few changes in our ordering policies for our private label and special mix items. Effective immediately:

- All private label orders under 1000lbs must be ordered in advance with a deadline of 12pm noon two days prior to delivery.
- We **will not** process any private label orders that do not meet the \$500 minimum in combination with orders of other non-private label items
- All private label orders over 1000lbs need to be placed 3 days in advance with no exceptions
- All special mix orders need to be placed 7 days in advance with no exceptions

Your delivery day	Regular PL Order (less than 1000lbs)	Larger PL Order (100lbs or more)	Custom Mix
Monday	Thursday 12pm	Wednesday 12pm	Monday 12pm
Tuesday	Friday 12pm	Thursday 12pm	Tuesday 12pm
Wednesday	Monday 12pm	Friday 12pm	Wednesday 12pm
Thursday	Tuesday 12pm	Monday 12pm	Thursday 12pm
Friday	Wednesday 12pm	Tuesday 12pm	Friday 12pm

We encourage you to place your private label order with your regular order to ensure that you meet the \$500 minimum required.

Sincerely,

Cynthia Roman

Inside Sales Supervisor

