



TO OUR CUSTOMERS WORKING FROM HOME

From: NJLS COURIERS

Many offices are closed. If you need material *normally* delivered to you at your office delivered to *your home or temporary facilities*, you must advise the sender of your new address so they can use that address on our delivery slip.

1. If this is a firm-wide situation, we suggest your firm post NEW temporary addresses for your attorneys and paralegals; and
2. All your associates should contact SENDERS to provide their new, temporary addresses.

NJLS cannot 'reroute' material addressed *to your office to your home or temporary location*. We get thousands of packages each day. Some material is simply addressed to the office; some to a paralegal working for several attorneys; some to the attorney. We cannot sort through the packages and keep track of what is supposed to go where, and for how long. All material we cannot deliver to the location on our delivery slip will be returned to the sender.

Thank you for your cooperation. We appreciate your helping NJLS continue to be able to provide reliable, statewide next day service during this challenging time.

NJLS
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