



1330 12th St. NW
Albuquerque, NM 87104
(505) 247-1596

Fax (505) 247-8364
Toll Free: 1-877-247-1596

biz@gormanindustries.com

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SUBJECT: GORMAN INDUSTRIES DELIVERY POLICY

TO ALL GORMAN CUSTOMERS:

With all the economic changes due to the COVID-19 pandemic, we are constantly finding the best way to serve you, while keeping our staff safe. Once you have placed your order, you can still pickup in-store, or schedule for delivery.

Gorman Industries, Inc. finds it best to implement the following policy changes to our delivery service:

- There is now a \$100.00 minimum in order to have products delivered.
- We ask for at least 24-hour notice to schedule a delivery. If you are needing same-day delivery, please call and speak to the warehouse to see if they can schedule for the same-day.
- We also ask for someone to be there to receive and sign for the delivery.

Thank you for your time and understanding with the change in our delivery policy. If you have any questions, feel free to call our office.