



COVID-19 RESPONSE

As situations progress, we are striving to continue to provide you with the best possible service. As of now, we are still operating and accepting orders. There have been additional precautionary measures put in place to help protect staff and customers alike. Be sure to utilize our website <http://www.artisticskylight.com> for all important product details and information.

Our **showroom will now be closed** and will not be accepting any visitors.

Please be aware that new pickup and drop off procedures are effective immediately. Read below to see our new product pickup and drop-off procedures.

PICK AND DROP-OFF PROCEDURES

STEP 1: All entry doors to the building will be locked. To communicate with our customer care team about which company you are picking up/dropping-off from, please call 416-747-7233. We appreciate any calls prior to your arrival to prepare your order before hand.

STEP 2: Due to restricted access to the building, payment methods will be restricted to E-Transfers and Credit Card payments over the phone. For all customers on account, your invoicing will continue to be sent via e-mail.

STEP 3: After completing STEP 2, please park your vehicle to the first dock-level bay door at the rear of the building, and wait in your vehicle for our team to respond.

STEP 4: Our shipping team will be sure to load your order into your vehicle with care. We ask that you please make sure all debris and tools are removed before backing up to the door.

STEP 5: Once your order has been filled, please feel free to use the exterior shipping yard to take the time to secure your load.

As always, we thank you for your continued support during this time. For the most recent up-to-date notices please follow us on social media for daily updates.

Be sure to visit our website for all our product details and information for your next project.

<http://www.artisticskylight.com>