

Erica Krauss

From: Steve Nastoff <steve.nastoff@mmeinc.com>
Sent: Wednesday, March 25, 2020 7:59 AM
To: David Knuth
Cc: Erica Krauss
Subject: RE: COVID-19 Action Plan - March 25th

March 24, 2020

COVID-19 Announcement from Midwest Motor Express, Inc.

To our employees, our customers, and the general public:

Midwest Motor Express, Inc. is recognized as a transportation company that supplies essential and life sustaining services during this time of the Emergency Declaration issued by the President. The Department of Homeland Security has listed trucking an ESSENTIAL CRITICAL INFRASTRUCTURE WORKFORCE. We are open and operating and taking precautions to protect our people, our customers, and the general public within our daily operations.

During this emergency, we are forced to enact operating policies that we otherwise would not due to the fluid nature and limitations created by the emergency. We would ask our customers' understanding during this time as well as their assistance in helping us to keep our trucks rolling and our docks clear of undeliverable shipments. We apologize for the direct nature of our communication of these policies, but please understand they are essential during this time of the COVID-19 emergency. This is the help we need:

- **Please contact the consignee before you ship to make sure they are open and are receiving shipments.**
- **If there are any special delivery requirements, please indicate them on the bill of lading.**
- **We will not require our drivers to enter any shipper or consignee facility if they do not feel safe. This includes those shipments where inside delivery is required. Please make sure your consignee is aware of this.**
- **If a shipment is undeliverable, we will issue an on-hand notice and applicable charges will apply. We want to avoid this situation by any means necessary as we cannot reduce our capacity or slow our operations with stored shipments.**

We truly appreciate your business and your attention to the policies we have had to enact. It is our mission to provide the essential and life sustaining services while keeping the safety of our employees, our customers, and the general public at the forefront of our decision making. We appreciate your understanding during these difficult times and we will come through this by helping each other.

Sincerely,

Marlin Kling, President

Regards,

Marlin Kling | **President** | Midwest Motor Express Inc.
5015 E Main Ave | Bismarck, ND 58501 | ☎ 701-224-7109
✉ marlin.kling@mmeinc.com | 💻 www.mmeinc.com

Steve Nastoff | Account Executive | Midwest Motor Express, Inc.
5559 S Pennsylvania Ave | Milwaukee Wi, 53110 | ☎ 414-481-1400
✉ Steve.Nastoff@mmeinc.com | 🌐 www.mmeinc.com Cell 414-405-4735

From: David Knuth [mailto:dknuth@iewc.com]
Sent: Wednesday, March 25, 2020 7:45 AM
To: David Knuth
Cc: Erica Krauss
Subject: COVID-19 Action Plan - March 25th
Importance: High

Good Morning!

As we continue to keep our customers and executive group updates with operational changes due to the current state, please provide any update to your company's plan (including any new areas where service has been affected).

If there is no change or update to the plan you responded w/ yesterday, please just respond 'no change' or 'same as yesterday'.

Thanks!

David Knuth
Logistics Specialist | IEWC
dknuth@iewc.com
office: 262 957 1104
sales: 877 613 4392
fax: 262 957 1604



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