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## Lifesaving Society IN-OFFICE and CURBSIDE PICKUP service instructions

*Any person entering the office must wear a mask at all times.*

### **SMALL\* ORDER with IN-OFFICE PICKUP service**

\*Small order: an order that fits in one large plastic bin

1. Upon arrival to the office, please call 416-490-8844 ext. 222
2. You will be provided with a LOCATION NUMBER. Once you enter the office, you can locate your order using this LOCATION NUMBER. Reception personnel are available to answer your questions. If you prefer to use the CURBSIDE PICKUP for your small order, please notify the staff representative on the phone.
3. Once you locate your order, you will find:
  - a. Your order and;
  - b. Two copies of paperwork detailing your order (Top copy is the customer copy (your copy). Please take this with you. The bottom copy is for office use only. Please sign this second copy using a sanitized pen provided and leave this copy with us).

### **LARGE\* and OTHER ORDERS with CURBSIDE PICKUP service**

\*Large order: an order that is larger than one large plastic bin

1. Upon arrival to the office, please call 416-490-8844 ext. 222
2. You will be provided with a sanitized bin outside of your vehicle. This bin contains:
  - a. A sanitized pen and;
  - b. Two copies of paperwork detailing your order (Top copy is the customer copy (your copy). Please take this with you. The bottom copy is for office use only. Please sign this second copy using a sanitized pen provided and leave this copy in the bin provided).
3. Once the paperwork is complete, a staff representative will bring your order to you and load it into your vehicle. Your order will be placed directly in your car without the need for personal interaction. Please remain in your vehicle and remotely open the door (or trunk) to limit contact or open a door in advance. Customers who cannot open and close their door remotely can open the trunk or door prior to, and close the trunk or door following, completion of curbside pickup service.

Thank you for your order and for shopping with LifeguardDepot.com.