



Dear Valued Client,

As one of our valued clients who rely on us to deliver your payroll checks, we wanted to pass along some recent updates regarding delivery services that have arisen amid the current Coronavirus (COVID-19) pandemic.

Many of our delivery services, including FedEx and CDL, have notified us that they will be “dropping the normal signature rules for package deliveries to protect customers and workers as the coronavirus outbreak worsens.”

The security of your payroll deliveries is of utmost concern to Viventium, which is why we are communicating this news to you and providing you with options on how to go paperless at no additional cost. These options have been communicated via our recent email entitled **Viventium's Reports and Pay Vouchers are Going Digital!**

While we will continue to deliver your paper checks to your normal delivery location, our delivery providers have their own policies and procedures that they are following at this time. We will keep you up to date as they notify us of any changes to your normal delivery.

As always, if you have any questions, please don't hesitate to reach out to your Client Service Representative.

We remain *In it with you,*

Your Viventium Team