

Access Instructions for Delivery Personnel

Dear Delivery Personnel,

We are pleased to provide you with the necessary instructions to access our security gate for deliveries. Please follow the steps outlined below:

1. Arrival at the Security Gate

Upon arrival, please approach the security gate located at [Gate Location].

2. Identification

Ensure you have a valid ID and the delivery documentation ready for verification by the security personnel.

3. Communication

Press the intercom button and provide your name, company name, and delivery details when prompted. Wait for a response from our security team.

4. Access Code

Once verified, you will be given a temporary access code. Please enter this code on the keypad next to the gate.

5. Proceed with Caution

Once the gate opens, proceed carefully and follow any further instructions given by the security personnel.

If you encounter any issues, please contact our logistics department at [Logistics Phone Number].

Thank you for your cooperation.

Best Regards,
[Your Company Name]