

## Why paperless documentation?

### Because you asked us to

We have heard you and transitioned our documents to e-paper to meet the many requests we've received, but this is only one reason amongst many:

- Download and save your documents any time.
- Cut clutter - less paper/mail to sort through.
- Save trees and the energy required to print, handle, and deliver paper documents.
- Easily manage your documents - access them from your computer, cellphone, or tablet at any time.
- Reduce risks of spreading germs and viruses.

### Transit switches to paperless office mode

Driven by the new reality linked to Covid-19, we have therefore rapidly moved to a new era by concern for:

- Sanitary measures,
- Respect of the environment,
- Accessibility,
- Security,
- Economy and
- Information management.

We have made the choice, as several companies have already done, to opt for a work environment in which the use of paper is eliminated or considerably reduced. We do this by converting documents into digital form, through a digitization process, and by offering all our documentation in electronic formats.

### So take good notes

This means that we no longer provide paper supports for the following documents:

- Quotes,
- Order forms,
- Invoices,
- Weight certificates,
- Warantee certificates,
- Truck delivery receipts (bills of lading).

These will now be sent to you by email.

### Make sure to update your information



Take the opportunity, with your sales representative, to update the names and contact details of the people who need to be included in your administrative and procurement processes; provide the email addresses of anyone who should have any of these documents.

### We are at your service

For any questions or assistance, you can reach the sales team from 7 a.m. to 6 p.m. (EDT), five days a week, by using the main number (1-844-382-0104, followed by 1) or by general email ([sales@transit.ca](mailto:sales@transit.ca)).

### Discover another kind of truck body!