

HARBOR DELIVERIES

For couriers visiting Acme Workspaces at Harbor.

Identify the recipient and the delivery before handing over a parcel. Keep the label with the item so staff can identify whom it is for. Do not leave delivery paperwork in shared working areas.

This notice concerns couriers and deliveries. It does not grant customers a different entrance or an extended access window. Customer arrival information is in the member guide.

Harbor reception is staffed Monday to Friday, 09:00 to 18:00. Ask staff about an unclear delivery instead of assuming a member booking is a delivery authorization.

Acme operations, 10 September 2026.

AFTER 16:00 AT HARBOR

Couriers arriving after 16:00 use the west service entrance and press the delivery bell.

This instruction is for couriers delivering to Harbor. It is not permission for customers to use a different entrance or to enter outside their plan hours.

Keep the recipient label and delivery reference available when staff answer. If the delivery instructions do not cover the situation, wait for a staff response rather than leaving the parcel at another tenant.

Issued by Acme Harbor reception, 10 September 2026.

Fictional office notice.