



# CUSTOMER AND SUPPLIER UPDATE

## RE: THE CORONAVIRUS SITUATION 25/3/20

To All Customers and Suppliers

- Following a review of all of the latest advice from Government and Industry we are managing the temporary closure of our manufacturing operations during w/e 27/3/20.
- Each of our trading locations are planning their safe, secure and orderly close down with a reduced team of employees following all Government Physical Distancing and Hygiene advice and regulations.
- We are making as many final deliveries as possible w/e 27/3/20 of essential orders of roofs and floors to enable sites to be left in a safe condition and that any key sector projects can continue to progress.
- Our office teams are working remotely or with a skeleton staff to manage any functions that cannot be completed remotely, to continue to process enquiries, quotations, designs, call offs, administration and rescheduling manufacturing and delivery dates.
- Our current Lead Times are published on our website and will be effective from the date the Government advises that we can re-commence working and manufacture which currently is scheduled as w/e 24/4/20 at the earliest.
- We will continue to review Government advice and update any changes to the above and re-commencement of working dates on a weekly basis.

We thank you for your understanding and support as we manage through this very challenging period and assure you that we are well prepared to action an accelerated manufacturing and delivery programme as soon as Government advises that we should do so.

All of our Sales, Administration and Management Teams can continue to be contacted via their usual telephone and e mail contacts if you have any other specific queries.

Kind Regards

25/3/20

Stephen Thompstone, CEO

