

16th March 2020

Dear Customer

As the Coronavirus Covid-19 continues to spread around the world, we are attempting to play our part in social distancing measures, and various other mitigating steps.

In the first instance we are now asking our own delivery drivers NOT to obtain written signatures for deliveries. We are asking them to take a full name of the person receiving the goods and a description of where the goods are left. If there is any immediate issue with this stance we would ask you to contact us as soon as possible to discuss alternative measures.

For customers collecting goods from our company premises directly we would ask that you remain outside front reception where we have installed a doorbell to alert us of your presence. You will then be served as normal. The goal being to keep a reasonable distance and minimise touching surfaces etc.

We respectfully ask individuals not to visit our site if they have:

- Any Covid-19 type symptoms, i.e. cough, a high temperature or shortness of breath.
- Been in contact with someone who is suspected or confirmed as having Covid-19 in the last 14 days.
- Travelled to or from any of the geographical regions where there is an elevated threat.

Your contact details for all enquiries and orders remains:

- sales@hmgcoatings.co.uk / 01264 356296 or
- Your Area Representative and field contact.

Best regards

Paul Whitewick

Managing Director