



Dear Valued Customers,

We are thrilled to announce that we are nearing the completion of our new Operational Hub, which includes our state-of-the-art warehouse, manufacturing facilities, experience centre, and office space. As we prepare for this exciting transition, we want to inform you of some important dates to ensure minimal disruption to our operations and our service to you and your customers.

Production will temporarily cease starting the week of August 26th for one week. This pause will affect the production of screens, acoustic products, and some custom desking and table sizes.

- Orders received by August 14th will go into production ready for dispatch before our warehouse shutdown of the 2nd of September.
- Orders received from August 15th onwards will be scheduled for production week commencing September 2nd and ready for dispatch week commencing September 9th after the completion of our warehouse move.

Warehouse dispatch services will be suspended from September 2nd for one week to facilitate the relocation of all products to our new warehouse.

- Orders received by August 28th will be dispatched by August 30th.
- Orders received from August 29th onwards will be scheduled for dispatch within the week of September 9th.

We kindly ask that you coordinate closely with your Customer Partnership team when placing orders during this period. Providing us with early visibility of your requirements will greatly assist us in meeting your needs effectively. Our Customer Service team will provide any further information with you and your teams on order delivery on placement of orders that are affected by this period of time.

Thank you for your understanding and cooperation as we work to enhance our facilities to better serve you and your customers moving forward.

We look forward to continuing our partnership and providing you with even better service from our new Operational Hub.

Regards

Peter White

Peter White
Managing Director