

27th March 2020

Dear Valued Customer,

As the effects of the COVID-19 pandemic are being realised around the world, Flexfab Europe has taken the decision to temporarily shut down our UK warehouse operations from 1st April to 14th April. This is in order to safeguard the health of our employees, customers and suppliers.

We are intending to process all shipments planned in our system for this period in advance of closure. Please can you confirm by **Monday 30th March** that you will be able to accept all parts required for the 2 week shut-down period by advance collection? The latest date for pick-up will be Wednesday 1st April after which time the UK warehouse will be closed until 14th April.

A number of administrative and management employees will be available working remotely during the period of shut-down. The contact details are:

Internal Sales and Logistics – cveta.pavlin@flexfab.com

Sales and commercial activities – daniel.bortali@flexfab.com

Engineering and technical queries – mark.davies@flexfab.com

Finance, administration and all other enquiries – megan.howarth@flexfab.com

Thank you for your understanding and support at this difficult time for all businesses. Please do not hesitate to get in touch with any queries.

Yours sincerely,



Megan Howarth
Financial & Administrative Director
Flexfab Europe Ltd