

Dear All,

Like many of you we are faced with finding a way through the current situation. This will involve changes to the way in which we plan, operate and communicate both internally and externally.

Whilst you deal with your own situation you will no doubt have concerns over our ability to maintain supply chain and production. So this communication is designed to advise you of the things that we are able to do, and have done, to maintain as close to business as usual as we can over the coming weeks whilst this situation continues.

We are taking all the necessary steps to follow the current government guidelines and World Health Organisation and have a robust business continuity plan in place.

Internally

- We have implemented additional cleaning protocols to minimise the spread of the virus if it came into our business.
- We have advised all staff of the latest information so that they are able to detect if they have contracted the virus and what they should do.
- We have cancelled all non-urgent meetings and visits to and from our business.
- We still have our Brexit plan in place with surplus stock of consumables.
- We have a multi-skilled workforce allowing us to cover gaps in resources.

Externally

- We hold consignment stock of paper at our plant and with our merchant to overcome any short-term issues with supply.
- This has been replicated with other important materials.
- We have built up an extensive group of partners in the industry and will be able to rely and call upon the support of that network to help us get through any pinch points we may experience.

Thank you for your continued support. Should you wish to talk please do not hesitate to call or email at any time.

Kind regards,



Samantha Moulson
Sales & Marketing Director