

PROLINE PLASTICS LIMITED



13th November 2017

Dear Valued Customer,

Another year has just about gone so we need to start looking at the customer services coverage during the festive season.

We would firstly like to take this opportunity to say "thank you" for your business during the past year and hope that it has been a positive one for you.

We will be closed from 22nd December until the 8th January. If there are any urgent requirements or requests during this time please contact me directly on 027 808 3545. Normal business hours will commence on Monday 8th January 2018.

PPL Christmas Opening Hours 2017/18

Friday 22 nd December	7.30am to 12pm
Friday 22 nd December til Friday 5 th January	Closed (Emergency requirements please contact 027 808 3545)
Monday 8 th January onwards	Normal Hours

To ensure we get product to you without any delays, please remember to order in plenty of time allowing for the fact that courier and freight companies are also very busy during this period and deliveries will take longer.

Business Relocation / Move

As some Customers are aware we have been working between two factory sites for the last 4 months. So, during January we will be moving our operation in to one building at 69 Portage Road in Otahuhu. This will be an exciting move for us and we are all looking forward to all being under one roof and having a bit of extra space.

We don't foresee any major delays in production as move is planned over a number of days to eliminate machine downtime and we are working towards holding the necessary safety stock to cover any urgent orders.

Once again, we thank you for your business throughout the year, and all the staff here at Proline would like to wish you a Merry Christmas & Happy New Year with safe travels on the roads during this festive period.

Kind Regards

A handwritten signature in red ink, appearing to be 'Cameron Smith', written in a cursive style.

Cameron Smith
GENERAL MANAGER