



SIG Ireland Update: Covid19 [Coronavirus]

Dear Customer,

To ensure that we provide a safe working environment for both our employees and our customers, we would kindly ask you to observe the following protocols in relation to your orders:

- Our preference during the current situation is to minimise collections from our branches, so please arrange delivery to your site where possible
- If you still need to collect your goods from one of our branches then please note the following:
 - Our trade counters will not be accessible to customers
 - We are only accepting payment on account or by card – no cash
 - Please ring your order in advance so that we can pre-pick it to reduce your waiting time
 - When you arrive at our site, you must stay in your vehicle and ring us to let us know that you are outside
 - If you require assistance with loading then please bring someone with you
 - Our staff will be strictly observing the 2 metre social distancing guidelines, so they may not be in a position to load your vehicle if you are on your own
 - We would specifically draw your attention to plasterboard orders in this respect, as they will require 2 people to load into some vehicles

These are very difficult and unprecedented times. We appreciate your ongoing custom and we are doing everything we can to support your businesses, however we also need to ensure that we do everything we can to protect the health and wellbeing of our employees, so your assistance in following these protocols would be very much appreciated.

Yours sincerely

A handwritten signature in black ink that reads 'Raymond Spain'.

Raymond Spain
Sales Director
