



Termination Technology Ltd

Quality and Service

Unit 1A,4B/C/D Croft End Ind Est
Croft End Road
St George
Bristol
BS5 7UW
T 01179 354 900
F 01179 354 800
E sales@termtech.co.uk
www.termtech.co.uk
VAT REG NO: 753 459 606

Dear Customer/Supplier

Due to the current government-imposed restrictions we feel we need to communicate and let our customers and suppliers know our current status of operations.

It goes without saying that our number one priority is to protect our staff and ensure they are working in a low-risk environment. We have taken measures to ensure this is the case which are detailed below.

Our office and warehouse are operating with reduced staff. We have a minimal number of warehouse operatives in to minimise risk and we have office staff working from home where possible. We still have staff in the office to answer our phones but if you need someone who is not in the office, they are able to give out mobile numbers for you to contact.

We are still open for customer collections although customers will not be permitted into our warehouse and must wait either in their vehicle or in our reception area. We are still taking deliveries from couriers although our warehouse staff will not physically sign for the goods, they will still give their name for proof of delivery. We are not currently seeing sales reps or other visitors unless agreed in advance, please do not visit without confirmation.

These processes will be revisited upon any new government guidelines or if they are deemed to not be effective enough. If we do get to a stage where we need to close, we will post an update on our social media accounts as well as another news section on our website and a banner on our home page.

Thank you for your time.

Chris Prosser

Company Director



Registered Office: Unit 4C+4D, Croft End Ind Est, St George, Bristol. BS5 7UW
Registered in England and Wales. Company Registration Number: 5062297

Member of the Federation
of Small Businesses