

1st December 2017

This year has just flown by and it is again time to start looking at the customer services coverage during the festive season.

We would 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, as usual be operating an on-call service to cover any "urgent" requirements or requests that you may have. This service will start from Friday 22nd December through to Monday 8th January 2018 when normal business hours will resume.

Below outlines our dates and times operating during this period.

Friday	22 nd December	8 am to 12 Noon
From Wednesday	27 th December to Friday 5 th January	Closed with urgent on-call support only

Monday 8th January 2018 - Business as Usual

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.

Throughout the Xmas New Year period, for any urgent request, simply call our Freephone number **0800 427 3464**. If no-one is available to take your call, please leave a message. The voicemail message will be emailed to our on-call tech so please include your name and contact details for us to contact you. Please note that callout fees may apply for technical support.

If you have any special requirements during this time please let us know to ensure we cover your needs.

Once again, we thank you for your business throughout the year, and all the staff here at Harding Traffic 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 black ink, appearing to read "Reno Wijnstok".

Reno Wijnstok
MANAGING DIRECTOR

