



Unit 14, Westlink Business Park
Guide Street
Salford
Manchester
M50 1EW

Tel: 0161 3515094
Web: www.artcoe.co.uk
Email: sales@artcoe.co.uk

5th November 2020.

COVID-19: BUSINESS OPERATIONS UPDATE

Dear Customer,

I hope that you, your families, friends, and customers are all well.

As our country heads into another Lockdown I wanted to reassure you that as a business we remain fully operational in all departments and we will continue to service all your requirements as best we can...our plans allow us to continue to take and despatch orders as usual, however there may be slight delays in getting parcels to you through the courier network.

Since March, we have made a number of changes to both our office and production areas to ensure that our business is COVID secure and that our team is kept safe and well. Although these changes have meant we that we have had to adapt our processes we are still very well placed to meet your needs.

During the past seven months, we all know how essential 'creativity' has been to consumers, and we look forward to playing our part in supporting you to service your customers over the next four weeks and beyond.

Thank you for your continued support, loyalty and custom during these challenging times. If you have any questions, please do not hesitate to get in touch.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sam Kemp', written in a cursive style.

Sam Kemp
Sales Director