

December 2019

TO WHOM IT MAY CONCERN

Dear Sir/Madam

CHRISTMAS & NEW YEAR HOLIDAY PERIOD 2019 FOR ALL SERVICES

The festive period is fast approaching and Nationwide Services Group Ltd would like to assist your preparation by advising you of our arrangements as follows:

Hours of Operation

We will close for business on Monday 23rd December 2019 at 13:00 hours and will reopen at 8:00 am on Thursday 2nd January 2020.

Suspension / Continued hire over the Christmas Period

Suspension of equipment hire (non-mechanical equipment is excluded) will automatically take place from 8.00 am on 24th December 2019, up to and including 1st January 2020. Should machinery be utilised during this holiday period, it is essential that you let us know so that we may supply out of hours telephone numbers for all but non-mechanical equipment.

N.B. There may be some items that are excluded from suspended hire, details are available by contacting your dedicated team.

Movement of Plant Equipment / Tools & Skips

Should you require us to remove tools, plant equipment, skips and accommodation from site for the holiday period then please inform us by Friday 6th December 2019, so that adequate transport arrangements can be made.

Please note that during this period it remains the customer's responsibility to take measures to protect the equipment from theft and all other risks, so please ensure this is passed to the relevant parties.

If you have any queries regarding these dates, or anything else, please do not hesitate to contact us on:

(023) 9260 4351

We wish you a very Happy Christmas and a Prosperous New Year!

Yours faithfully

A handwritten signature in black ink, appearing to read "Paul Smith", with a long horizontal flourish underneath.

Paul Smith
Managing Director