

Dear Supplier

COVID-19: Start of Production

As planned, we will re-start our production on April 27th 2020 with a progressive ramp up.

This decision is based on consideration of all equipment and procedures to maintain protection for our employees and the current status of our supply chain.

Production capacity will be as follows:

Week commencing	Maximum production capacity
27 th April 2020	40%
4 th May 2020	60%
11 th May 2020	80%
18 th May 2020	100%

The receiving of product will recommence at 7:30 GMT on Monday 27th April, 2020.

We continue to work with our suppliers to update delivery schedules and we ask for you co-operation and support to prioritise orders.

If you are aware of potential supply issues in the coming months please communicate these to the Purchasing team at the earliest opportunity.

The decision to re-open is based on UK Government advice and the need to support our customers, many of whom are classed as essential businesses and have continued to manufacture throughout. The situation regarding Covid-19 will be monitored closely and as circumstances develop, new conditions may apply.

Should you wish to contact us on any matter, the following are available to assist you:

Pailton Contact	Role	Phone #	Email
Rob McDermott	Purchasing and Production Planning Manager	+44 (0)7494 806835	RMcDermott@pailton.com
Adrian Elliott	Senior Buyer	N/A	AElliott@pailton.com

When possible, we will be working from home so we request you e-mail us in the first instance.

Thanking you for your continued support during these unprecedented times.

Yours faithfully

Rob McDermott